

KRIS HUCEK
Principal



October 20, 2017

Dear Parent/Guardian:

Parkview Middle School Parent Teacher Conferences will be held on Wednesday, November 8, 2017 from 4:00-8:00 p.m. & Thursday, November 9, 2017 from 12:00-8:00 p.m. Conferences are scheduled utilizing Conference Manager.

The scheduling window for November conferences will be open from **October 23, 2017 at 12:00 noon and will remain open until November 6, 2017 at 6:00 p.m.**

Detailed instructions are posted on our website at <http://www.ashwaubenon.k12.wi.us/ptconferences.cfm>

If you registered online for March conferences, you can sign up by simply logging into Conference Manager at <https://ashwaubenon.schoolsoft.com> using the email and password you created. (The website has a link in case you “forgot your password”.) If you did **not** register online for March conferences, you must first register by clicking “Register Now” on the login page.

You may register to meet with any or all of the specials teachers during conferences. The specials teachers are:

- Physical Education Teachers: Ms. Blindauer, Ms. Craig, Ms. Treml, Mr. Meinel, Ms. Steavpack
- Spanish: Ms. Chepy-Gonzalez, Ms. Lasee
- German: Ms. Ramer
- Art Teacher: Ms. Gerrior, Mr. Reynolds
- Music Teacher: Ms. Kuchta, Ms. Hanna, Ms. Moody
- Careers: Ms. Moody
- Tech Ed: Mr. Layden, Mr. Stroud, Mr. Hansen
- Family Consumer Ed: Ms. Robinson
- Health: Ms. Craig, Ms. Treml
- Computer Science/Digital Citizenship: Mr. Hansen

Once selected, you will see each teacher’s schedule. After booking your appointments, you can print your schedule. You will also receive an email confirming your appointments. You can log into the system at any time to view your appointments, print, cancel or reschedule appointments.

If you do not have internet access, **please try these alternatives before calling the school to schedule a conference:**

- Use a computer at the local library
- Ask to use a friend or neighbor’s computer
- Ask your employer’s permission to use a company computer

Important note for parents of sixth grade students: If your student has transferred from Pioneer or Valley View, you will need to change your student’s school assignment in the Conference Management System. Once you have logged into Conference Manager, go to the My Profile page and select the appropriate school on the drop down menu for each student.

Should there be no available conference times left for a certain teacher, please email or call that teacher to make other arrangements. We look forward to seeing you at November conferences!

Sincerely,
Kris M. Hucek

Kris Hucek
Principal