

MARIA L. ARENA
Principal
920.448.2875 ext. 7002
E-mail: marena@ashwaubenonk12.org



October 18, 2017

Dear Parent/Guardian:

Cormier School and Early Learning Center Parent-Teacher Conferences for **5K will be held on Tuesday, November 7, 2017 from 3:30 - 7:30 pm and Thursday, November 9, 2017 from 12:30 - 7:30 pm. 4K conferences will be held on Tuesday, November 7, 2017 from 3:30 - 7:30 pm and Thursday, November 9, 2017 from 7:30 am - 7:30 pm.** Conferences are scheduled utilizing Conference Manager, an on-line conference scheduling program being used by the Ashwaubenon School District. More detailed information is available on our website at www.ashwaubenon.k12.wi.us/ptconferences.cfm.

If you are new to Ashwaubenon School District, **you must create a parent account** in order to schedule your conferences. The required Parent Account registration process need only be completed the first time you use the system, and the parent account is valid for all of your children within the district. Simply log in and schedule your conference using the instructions provided at the link listed above. The Conference Manager website has a "forgot password" link if needed. The link for the Conference Manager site is located at: <https://ashwaubenon.schoolsoft.com>. You may register or edit your parent account at any time but you may only book conferences once the conference scheduling window has opened.

The scheduling window for November conferences is open from **Monday, October 23, 2017 at 12:00 noon and will remain open until Monday November 6, 2017 at 8:00 pm.**

Once you have signed on and select the date you would prefer to attend, you will see each teacher's schedule for that date. 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, print, cancel or reschedule appointments. In addition to booking a conference with your child's classroom teacher, parents/guardians of 5K students can also schedule a conference with their physical education teacher, Mrs. Steavpack and/or music teacher, Mrs. Christensen.

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, or ask your employer's permission to use a company computer.

Should there be no available conference times left for a certain teacher, please e-mail or call that teacher to make other arrangements. We hope to see you at November conferences.

Sincerely,

Maria Arena
Principal