

PETE MARTO

Principal

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February, 2018

Dear Parent/Guardian:

Pioneer School Parent Teacher Conferences will be held on Wednesday, March 7, 2018 from 4:00-8:00 PM and Thursday, March 8, 2018 from 12:30-8:00 pm. Conferences are scheduled utilizing Conference Manager.

The scheduling window for March conferences is open from **February 19, 2018 at 12:00 noon and will remain open until March 6, 2018 at 6:00 PM.**

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

If you registered online for November conferences, you can simply log-in to 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 November 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: Mr. Heller or Mrs. Blindauer

Spanish: Mrs. Bruss or Mrs. Roethlisberger

Art Teacher: Mrs. Kowalczyk

Music Teacher: Ms. Lubinski

Due to limited availability of conference times, please sign up with your child's homeroom teacher only.

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.

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 March conferences.

Sincerely,

Pete Marto, Principal