

KRIS HUCEK
Principal

MICHAEL HEIM
Associate Principal



February 16, 2024

Dear Parent/Guardian:

Parkview Middle School Parent/Teacher/Student **VIRTUAL** Conferences will be held on Tuesday, March 5, 2024 from 4:00- 7:30 p.m. & Thursday, March 7, 2024 from 12:00 - 7:30 p.m. Conferences are scheduled utilizing Conference Manager. (*Please note that there is no school on Friday, March 8th.)

We strongly encourage your student to be present for conferences as well. This allows them to have a voice in the conferences too.

The scheduling window for March conferences will be open starting Monday, **February 19, 2024 at 12:00 noon and will remain open until Monday, March 4, 2024 at 6:00 p.m.**

There are 2 important scheduling components to ensure a successful VIRTUAL Parent/Teacher/Student conference:

- 1. VERIFY YOUR EMAIL ADDRESS ON THE “MY PROFILE PAGE”**- At the start time of the conference, parents will receive an automated email from Conference Manager containing the link that will be used to join the parent/teacher conference via Google Meet. Conference Manager and PowerSchool systems do not share email addresses. Therefore, you will need to make sure your profile contains the correct email address to send the virtual conference link to. Once signed into Conference Manager, go to the MY PROFILE page and verify your email address is correct here. Make any changes to the email address as needed.
- 2. PARENTS MUST ENTER A PHONE NUMBER IN ORDER TO SCHEDULE A CONFERENCE**
Parents/Guardians will be required to enter a phone number before being able to schedule a conference. This is required so that if there are technical difficulties that arise, the teacher can call the phone number that was entered and finish the conference.

Detailed instructions are posted on our website at <https://www.ashwaubenon.k12.wi.us/families/parent-teacher-conferences.cfm>

If you registered online for November 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 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 Electives’ teachers during conferences. The Electives’ teachers are:

- Physical Education Teachers: Mrs. Blindauer, Mrs. Treml, Mr. Meinel, Mr. Marquardt
- Spanish: Mrs. Jamie Lasee, Ms. Annika Lasee
- German: Mrs. Ramer, Ms. Melanie Lasee
- Art Teacher: Mrs. Schwechler
- Music Teacher: Mrs. Kuchta, Ms. Hanna, Mr. Dinse
- ACP: Mr. Dinse
- Tech Ed: Mr. Layden, Mr. Hansen
- Family Consumer Ed: Mrs. Ratz
- Health: Mr. Meinel, Mrs. Treml, Mr. Marquardt
- Computer Science/Digital Citizenship: Mr. Hansen

Also, if your student has one of our Interns for a class, they also will be holding conferences if you would like to schedule one with them. However, Mrs. Jonas will not be in the building during the scheduled conference times. If you would like to meet with her, please email her to set up a time and day that works for both of you.

- Ms. Katherine Waters (ELA Intern)
- Mrs. Sofie Jonas (Math Intern) sjonas@ashwaubenonk12.org

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:**

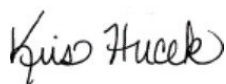
- Use a computer at the local library
- Ask to use a friend or neighbor's computer
- Ask your employer's permission to use a company computer

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.

In the event you would like to schedule an in-person conference with a specific teacher, please reach out to that teacher via email and let them know you would like to come into the school for conferences.

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 March conferences!

Sincerely,



Kris Hucek
Principal



Michael Heim
Associate Principal