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April 21, 2017

Dear Parent/Guardian:

Parent-Teacher Conferences for the 4th Quarter will be held on Thursday, May 4, 2017 from 4:00-8:00 p.m. Conferences are scheduled utilizing Conference Manager, an on-line conference scheduling program used by the Ashwaubenon School District. Conferences may be scheduled **beginning at 7:00am on Monday, April 24, 2017 through Thursday, May 4, 2017 at 7:00 pm.**

Detailed information is available on our website at www.ashwaubenon.k12.wi.us/ptconferences.cfm. To access the Conference Manager software directly, go to: <https://ashwaubenon.schoolsoft.com>. If you already registered online for conferences this school year, you can simply log-in to Conference Manager 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 conferences this year, you must first register by clicking 'Register Now' on the login page.

It is necessary to know your student's Quarter 4 teachers prior to signing up for conferences. Please ask your student or refer to PowerSchool for a listing of your student's teachers and School Counselor. ****PLEASE DO NOT SIGN UP FOR CONFERENCES WITH ACADEMIC FOCUS PERIOD TEACHERS****

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

If you are unable to schedule a conference with a teacher, please e-mail or call that teacher to make other arrangements. We look forward to seeing you on May 4th.

Sincerely,

Brian Nelsen
Principal