

ANDREW BAKE
Principal
DOUG PIESCHEK
Associate Principal



February 12, 2020

Dear Parent/Guardian:

Valley View School Parent Teacher Conferences will be held on **Wednesday, March 4, 2020 from 4:00-7:30 pm and Thursday, March 5, 2020 from 12:30-7:30 pm**. Conferences are scheduled utilizing Conference Manager. More detailed information is available on our website at www.ashwaubenon.k12.wi.us/families/parent-teacher-conferences.cfm.

The scheduling window for conferences is open from **Monday, February 17, 2020 at 12:00 noon and will remain open until Tuesday, March 3, 2020 at 6:00 pm**.

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. Simply log in and schedule your conference using the instructions provided at the link listed above. Please contact the school office if you have trouble logging in or forgot your password. The link for the Conference Manager site is located at: <https://ashwaubenon.schoolsoft.com>. You may register or edit your account at any time but you may only book conferences once the conference scheduling window has opened.

Important note for parents of kindergarten & first grade students only:

If your student has transferred from Cormier (4K or 5K) to Valley View (5K or grade 1), you will need to change your student's school assignment in Conference Manager 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.

Due to limited availability of conference times, please sign up with your child's homeroom teacher only. You may register to meet with any or all of the specials teachers during conferences. When scheduling with specials teachers, please list the student's homeroom teacher in the comments section. Specials teachers this year are:

Physical Education Teachers: Ms. Kreisa and Mrs. Patzke

Spanish Teachers: Mrs. Albers and Mrs. Nelson

Art Teachers: Mrs. Gleffe and Mrs. Conradt

Music Teachers: Mrs. Christensen and Mrs. Kopp

Once selected, you will see each teacher's schedule for a selected date. After booking your appointments you can print your schedule. You will also receive an email confirming your 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, 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 March conferences.

Sincerely,

Andrew Bake, Principal