

**PETE MARTO**

*Principal*

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February 2025

Dear Parent/Guardian:

Pioneer School Parent Teacher Conferences will be held on Wednesday, **March 12, 2025 from 4:00-7:30 pm** and Thursday, **March 13, 2025 from 3-7:30 pm**. The scheduling window for November conferences is open from **Monday, February 24, 2025 at 12:00 noon and will remain open until Tuesday, March 11, 2025 at 6:00 pm**. When scheduling conferences you will have the option of in-person or virtual options.

Conferences are scheduled utilizing Conference Manager at: [www.ashwaubenon.k12.wi.us/families/parent-teacher-conferences.cfm](http://www.ashwaubenon.k12.wi.us/families/parent-teacher-conferences.cfm). First time users can register by clicking "Register Now" on the login page. If you previously registered online, you can simply log into Conference Manager using the email and password you created. The Conference Manager website has a "forgot password" link if needed. You may register or edit your account at any time, but you may only book conferences once the conference scheduling window has opened.

**Tips to ensure a successful VIRTUAL parent/teacher conference:**

Be ready with an internet connected device that is suitable for video conferencing at the time of your scheduled conference(s). Any device with a camera and that can receive an email should suffice.

- **Verify your email address:** At the start time of the conference, parents will receive an automated email from Conference Manager containing the conference link. Once signed into Conference Manager go to the MY PROFILE page and verify your email address.
- **Important note for parents of kindergarten & first grade students only:** If you need to change a student's assigned school, click on the drop down menu by their name and select the school.

In addition to your child's homeroom teacher, 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:** Mr. Heller-please contact after spring break, Mrs. Blindauer, and Mr. Nooyen  
**Spanish Teachers:** Mrs. Bruss and Mrs. Escandell  
**Art Teachers:** Mrs. Conradt  
**Music Teachers:** Mrs. Brunette

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 meeting with you at the March conferences.

Sincerely,

Pete Marto, Principal