

BRIAN CARTER
Principal
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October 2023

Dear Parent/Guardian:

Cormier School Parent Teacher Conferences will be held **in person** at Cormier School. Conferences are for the parents/guardians only. We would appreciate that you do not bring students and siblings.

- **Wednesday, November 1st 4K & 5K 4:00 - 7:30 pm**
- **Thursday, November 2nd**
 - 4K 7:30 am - 7:30 pm**
 - 5K 12:30 pm - 7:30 pm**

The scheduling window for conferences is open from **Monday, October 16, 2023 at 12:00 noon and will remain open until Tuesday, October 31, 2023 at 6:00 pm.**

Conferences are scheduled utilizing Conference Manager, an on-line conference scheduling program being used by the Ashwaubenon School District. The link for the Conference Manager site is located at: <https://ashwaubenon.schoolsoft.com>. If you have already registered online for conferences last school year, you can log into Conference Manager using the email and password you created. The Conference Manager website has a "forgot password" link if needed. If you are new to the school district or if you did not register online for conferences last year, you must first register by clicking "Register Now" on the login page. You may register or edit your account at any time but you may only book conferences once the conference scheduling window has opened.

In addition to your child's homeroom teacher, you may register to meet with one or both 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 Teacher: Mrs. Trembl

Music Teacher: Mrs. Kopp

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 parent/teacher conferences.

Sincerely,

A handwritten signature in cursive script that reads "Brian M. Carter".

Brian Carter, Principal