



NORWICH FREE ACADEMY

November 6, 2019

Dear Parents and Guardians:

Greetings from Norwich Free Academy. We have had a very successful first quarter of the 2019-20 academic year, and I am confident that the best of this school year is yet to come.

As you know, NFA is an exceptional independent high school, and our students are the direct beneficiaries of the important school-home partnership that we share and enjoy with you. To that end, I am pleased to announce the NFA Parent/Teacher Conference scheduled for November.

Conference sessions are 1-4 p.m. and 5-7 p.m., Thursday, November 14, 2019. You are welcome to attend either or both session(s).

These sessions are brief (five-minute) conferences with teachers. Should you wish to have a more in-depth discussion with a teacher, you may schedule an appointment for another date and time for just that purpose.

Parents may schedule five-minute conferences with specific teachers using PowerSchool. To schedule an appointment, on the NFA website (www.nfaschool.org) go to the Parents Page at MyNFA>Parents. Log into your PowerSchool Parent account, and click on Ecollect Forms on the left-hand navigation bar. Then, click on Parent/Teacher Conference Appointment Calendar. Follow the directions at the top of the form.

You cannot schedule appointments from the PowerSchool app. You must access PowerSchool through the NFA website to schedule conference appointments.

If you do not have a PowerSchool account, create one by clicking on and following "Create a PowerSchool Account: Step-by-Step Instructions" beneath the PowerSchool icon on your MyNFA>Parents.

Teachers will make every effort to accommodate parents who attend on a drop-in basis, but drop-in conferences are not guaranteed, as scheduled appointments will have priority. We encourage you to take advantage of this opportunity to schedule an appointment in advance.

Upon your arrival on campus, stop by the Sachem House Office to pick up a campus map and a list of teacher locations, also posted on the website at "Schedule Your

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Appointment" at MyNFA>Parents. Should you require any other special accommodations, please contact Campus Safety Liaison Mr. Todd Clarke, at (860) 425-5595, who will be happy to assist.

Thank you for all that you do to support and encourage your child(ren) and for your enthusiastic commitment to Norwich Free Academy. If I can ever be of any assistance to your family, please don't hesitate to call me at (860) 425-5501.

Sincerely,

A handwritten signature in black ink, appearing to read "DJK", with a stylized flourish extending to the right.

David J. Klein
Head of School

DJK/mev

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