

January 9, 2024

Dear Parents and Guardians,

Truman School will be holding **virtual** parent-teacher conferences on the dates below. You will receive an email from your child's homeroom teacher by the end of the day, Tuesday, January 9, 2024. The teacher will share a link with you to sign up for a conference time. Please make sure to include your child's name. Links will be posted on the teachers' websites. All conference links will be posted on the Truman Website.

Monday, 1/15/24	Tuesday, 1/16/24	Wednesday, 1/17/24	Thursday, 1/18/24	Friday, 1/19/24
No School	Evening Conferences 6pm – 8pm	Afternoon Conferences	Afternoon Conferences	Afternoon Conferences

To sign-up for a virtual conference, please use the link provided by your child's teacher in the email you will receive. Once you sign-up, you should receive an email with the conference(s) time(s) and date(s). The email you receive should be used to access the conference(s).

The links for: our specials teachers, special education, English as a second language, academic support instruction (ASI) or talented and gifted links will be posted on our Truman Website. It will be listed under Families and then click on resources.

Guidelines for conferences:

- Make sure to note your child's name when choosing a time.
- Make sure to be prepared to start the conference at your scheduled time as conferences have been scheduled back to back.
- Keep in mind your allotted time for your parent-teacher conference.
- Only sign up for one timeslot per teacher. If you feel that you need more time, please reach out to your child's teacher(s).

Please review attached PowerPoint for assistance in signing up for Parent-Teacher Conferences.

Sincerely,

Ms. Stueber
Principal of Truman School