



FORT EDWARD UNION FREE SCHOOL DISTRICT

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Benjamin Halsey
Superintendent of School

Erin Russo
Pre-K - 12 Principal

Mallory Lansley
Director of Pupil Services

Dear Parents and Guardians,

November 18, 2024

Parent ~ Teacher Conferences are scheduled: **Wednesday - Friday, December 11 - 13, 2024.** All Pre-K through 6th grade students will be **dismissed at 12:00 p.m.** Regular dismissal procedures will be in place for grades Pre-K-6. If you need to change your child's dismissal plan because of the half-day, please send in a note.

Students in 6th grade will have lunch in the cafeteria. Students in grades PK-5 will be provided with grab-and-go lunches.

Conferences are an essential opportunity for you to discuss the academic success and welfare of your child with your child's teacher. It is our goal for teachers to conference with **all** of our students' parents/guardians. Conferences are scheduled 15 minutes apart.

This year we are making sign ups easier for families! Teachers will be posting their conference schedule on Class Dojo and families can easily sign up for a day/time that works best for your schedule. If you have multiple children please be sure to sign up with each teacher. Conference schedules will begin to open up for sign ups on Tuesday, November 19th.

Here is how families can now sign up for spots by using the Class Dojo App:

- View the event in your Story feed
- Tap the "Sign up" button below the event title to open available slots
- Click the signup spot you would like to claim and confirm
- Your name will be automatically added to this spot
- If you would like to **remove** yourself from the sign up sheet, locate the slot you selected and tap your initials or avatar to the right of the row
- Select "Remove signup"

Please be sure to sign up for your conference day/time by **Monday, December 2nd.**

We are hopeful that this procedure will provide flexibility in arranging conferences that fit with parent schedules.

Sincerely,

Erin Russo, PK-12 Principal