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November 5, 2025

Dear Parent/Guardian:

Parents and teachers will have a special opportunity to meet on Thursday, December 4th, in the evening and Friday, December 5th, throughout the day. During this time your child's educational progress will be discussed. In order to conduct individual Parent-Teacher conferences, classes will **not** be held on Friday, December 5th. **NO SCHOOL FOR STUDENTS on Friday, December 5th.** Please note that students should **not** accompany their parents to conferences.

Parents/Guardians will use the "***TeacherReacher.com"*** website found at http//www.teacherreacher.com to register for parent-teacher appointments. It is strongly recommended that you set up your **Parent Account** as soon as possible- please refer to the parent tutorial linked HERE to complete the registration process.

The registration for reserving conference times will begin on November 7th at 8 a.m. and will close on November 26th at 4 p.m.

In addition to scheduling appointments with ***Homeroom Teachers***, you will also be able to set up appointments with ***Special Area Teachers (Kindergarten and 1st Grade)***. Each appointment is scheduled for fifteen minutes.

Parents/guardians will be expected to honor the time limitations of individual sessions. In order for the maximum number of parents/guardians to benefit from these appointments, it is absolutely necessary that everyone abides by the fifteen-minute time frame. When scheduling conferences for more than one child, please be certain to build in time from one appointment to the next. Scheduling multiple conferences in fifteen or twenty minutes may result in one or more appointments missing.

Please be aware that teachers will not be able to honor any unscheduled appointments. In addition, the times for **scheduled appointments will be strictly followed.** If you are late or miss your appointment, you may schedule a phone conference for a future date.

We are confident that the parent/teacher conferences will be informative and productive. Please call the Main Office @ 792-4600 if you have any specific questions pertaining to this registration system or general questions regarding parent/teacher conferences. The staff and I look forward to seeing you at the upcoming conferences.

Sincerely,

Nicole Montellese

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Principal