



October 3, 2011

Dear Lower School Parents:

We are excited to announce that sign-up for Lower School parent-teacher conferences will be online this year! We are also offering evening time slots on Thursday, October 20, for those of you that are unable to make it during the day on Friday, October 21. Please note that we are offering additional hours for Grades 5 and 6 so those parents will be able to meet with each teacher. Our hope is that this new system and additional hours will offer you more convenience and flexibility as you coordinate conferences with your family's busy schedule.

Conference dates and times are as follows:

Kindergarten - Grade 4

Thursday, October 20, 4:20 – 6:40 p.m. (20 minute time slots)
Friday, October 21, 8:00 a.m. – 5:00 p.m. (20 minute time slots)

Please schedule a conference with each teacher your child has, including literacy, math, and homeroom. If your child has homeroom with the same teacher as math or literacy, only one conference time is necessary for those two.

Grades 5 and 6

Thursday, October 20, 2:00 – 6:30 p.m. (10 minute time slots)
Friday, October 21, 8:00 a.m. – 5:00 p.m. (10 minute time slots)

Please schedule a conference with each teacher that your child has, including literacy, math, homeroom, Bible/history, and science.

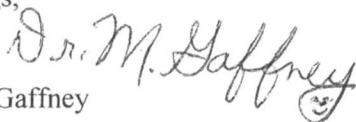
Specials

Thursday, October 20, 3:30 – 6:40 p.m.	Spanish
Thursday, October 20, 2:00 – 4:00 p.m.	Band
Friday, October 21, 8:30 a.m. – 12:00 p.m.	Fine Arts (except Band) and Physical Education
Friday, October 21, 2:00 – 4:00 p.m.	Band

To begin signing up for conferences, please go to the Covenant School's website (www.covenantschool.org), click on the Parents tab, and then choose the Parents link. You will see a link for Lower School Conferences. Click on this link and enter mknisley@covenantschool.org as the list creator. A list of lower school teachers with dates and times will appear. If you want to alphabetize the list by teacher last name, click on Title. Follow the directions to sign up for the date and time you have selected. Please be sure to enter your student's first AND last names in the My Comment field, and then click Sign Up. The system will email you a reminder two days prior to your conference date(s). *Please note: DO NOT check the box to inform the administrator about any changes/edits you make to your conference dates and times.*

If you are unable to secure a time slot with a particular teacher, please email that teacher directly to make alternative arrangements. If you need assistance navigating the system or have any questions, please contact Mary Knisley at 220-7309.

Blessings,


Dr. Mo Gaffney