



Charleston Elementary School

West Charleston, VT 05872

255 Center School Road

Telephone: (802) 895-2915 Fax: (802) 895-2611

Chris Lawson, Principal

<https://ces.ncsuvt.org>

September 21, 2020

Dear Parents/Guardians,

Fall Conferences will be held on Thursday, October 8th from 3:30PM -7:00PM and on, Friday, October 9th from 8:00AM -12:00PM. Conferences are scheduled for 20 minute blocks. We will do our best to stay on schedule, if you anticipate needing more time please contact your child's teacher ahead of time. We encourage both parents to attend if possible.

Conferences will be held remotely this year due to COVID-19. We are asking families to schedule their conference using Pick a Time. Please visit the link <https://pickatime.com/client?ven=11615441&event=353130>. Once there, you will need to create an account. After logging in, you will need to enter your child's name where it says "Student ID". In the "Student Birthdate" field, enter your child's birthdate in the form MM/DD/YYYY.

Example: Student ID: Chris Lawson Student Birthdate: 10/05/1983

Once entered, you will be asked to choose a date (the 8th or the 9th). After that, it will show the time slots available for your child's teacher. Please know that all teachers have the same time periods listed above. Once you click on one of the time slots, it will ask for your child's name, as well as guardians attending.

We are also asking for families to complete the lower portion of this letter and send it back in with your child. This will help our teachers plan accordingly for phone or Google Meet. If you are unavailable for the times listed, please indicate that below. Teachers will work with you to ensure all families have a conference time. We look forward to hearing from you!

Sincerely,

Chris Lawson

Please complete the bottom portion of this letter and return it to school.

Child Name: _____

Check a box below:

☐ I would like to hold my child's conference on Google Meets. Please share the link with me at my email address: _____

☐ I would like to attend my child's conference over the phone. Please call me at my conference time at this number: _____

☐ I am not available during any of the conference slots. Please contact me to schedule a conference. The best way to contact me is: _____