



Windsor High School
50 Sage Park Road • Windsor, CT 06095

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October 5, 2023

Dear Parents and Guardians:

We would like to invite you to meet with your student's teachers during our **WHS Parent Conference Day scheduled for Thursday, October 19, 2023**

October 19th will be an **early release day for students**, with time scheduled for teachers to meet with you in either the afternoon or the evening. The important information is summarized below:

When: **Thursday, October 19, 2023**
10 minute individual conferences from 3-5 PM and 6-8 PM
Where: Windsor High School
Who: Any and all parents and guardians!

Why: So that you can meet your child's teacher(s) and discuss academic goals and suggested supports on an individual basis.

We are pleased to tell you that conference sign-up will again be done online through *MyConferenceTime*, which will open for appointments at 7:00 a.m. on Friday, October 6th. Instructions on how to register for conferences are on the back of this letter. If you do not have computer access, please feel free to call the school to schedule your appointments. Also, we urge you to use the Parent Portal to check your child's grades. Progress Reports will be available through the Parent Portal on September 29th.

All conferences will be 10 minutes in length, with a student *host or hostess* at each door to ensure that everyone is seen. At the end of your 10 minute conference you may schedule additional time on another day if necessary. Conferences with counselors, social workers and school psychologists are also available. **Please do not schedule back-to-back conferences -- allow time for you to travel from one classroom to another!**

We are aware that many of you *already* have ongoing email and telephone communications with your student's teachers. Parent conferences are designed to allow parents, students and teachers to meet to discuss a student's progress and to address any challenges a student may be having with their academic work. Please look over your student's progress report with your student and identify classes that you and/or your student feel would benefit from conference time with the teacher.

Should a teacher's schedule be filled, please feel free to request a meeting time during our regular hours or another mutually agreeable time. If you have any questions, please contact your student's Assistant Principal. We look forward to welcoming you during the afternoon and evening of October 19th!

Sincerely,

A handwritten signature in black ink, appearing to read 'Brent Park', is written over a light blue horizontal line.

Principal
Windsor High School

INSTRUCTIONS FOR USING MYCONFERENCE TIME.COM TO SCHEDULE YOUR PARENT/TEACHER CONFERENCES.

To schedule your preferred time for a parent-teacher conference,

1. Go to www.myconferencetime.com/windsorhs
2. Click on the name of your child's teacher.
3. Select the desired date/time for your conference by clicking on "Sign Up."
4. Submit the requested information.

If you have several children attending our school, click on "Register for Multiple Conferences" and follow the prompts to schedule your children for several conferences.

After you schedule a conference online, the date and time are reserved for you. If you entered your email address correctly, you will receive email confirmation of your conference.

The link below takes you to a video introduction of how to sign up for conferences:

<http://www.myconferencetime.com/info/help/video-how-to-sign-up/>

If you are unable to sign up, please call Windsor High School for assistance!