



# Elmwood Academy

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Andrew B. Bitz, Principal

October 2019

Dear Parents,

Individual conferences will be scheduled for parents on Tuesday, November 12<sup>th</sup>, Thursday, November 14<sup>th</sup> and Friday, November 15<sup>th</sup>, 2019. The objectives of these conferences are to report the current academic status of your child, to establish a positive relationship between the members of your family and your school staff, and to foster the best possible educational program for your child.

*You will be meeting with both of your child's teachers (English Language Arts, and Math, Science & Social Studies) in one 15 minute conference.*

Elmwood Academy will be utilizing the online conference sign-up system, [myconferencetime.com](http://myconferencetime.com)

**Directions for Conference Sign-ups (Online scheduling will be available until Noon Sunday, Nov. 10<sup>th</sup>**

1. Please go to [www.myconferencetime.com/elmwood](http://www.myconferencetime.com/elmwood)
2. Find and click on the name of your child's teachers.
3. Select your preferred date and time.
4. Enter required information.
  - (E-mail address is not required, but if you enter one, the system will generate a confirmation for you.)
5. Click "Sign Up for Your Conference" near the bottom of the screen. You're done!

**\*\*If you do not have access to a computer for scheduling, please contact your child's teacher or the school office by Friday, November 8<sup>th</sup> to schedule your conference.**

Since hundreds of appointments with parents are coordinated, please help us keep our schedule by arriving on time. Your conference time is set for fifteen minutes. It is important that the appointment be kept within this time limit so we can meet with every parent. We look forward to meeting with you and teaming together as we help your child learn and develop this year.

Sincerely,

Andrew B. Bitz  
Principal