

February 8, 2019

Dear Osborne Families,

Parent-Teacher Conferences are scheduled for Monday, March 4 from 12:00-8:00 p.m. and Tuesday, March 5 from 8:00 a.m. – 4:00 p.m.

The district is using *My Conference Time*, an online conference sign-up tool, to schedule conferences. If you do not have access to an internet-connected computer, please call the school office at 412-749-4000 or contact your child's teacher directly to schedule a conference.

Online conference registration will open on Monday, February 11 at 8:00 a.m. and close on Tuesday, February 26 at 3:30 p.m. To register for a conference, visit www.myconferencetime.com/osborne. The registration link will also be located on the Osborne website, www.qvsd.org/osborne/.

If you are registering one child only for a conference with one teacher, simply scroll down and locate the child's teacher to begin registering. If you are registering more than one child, or wish to include more than one teacher in the conference, first scroll down and click *Register for Multiple Conferences* to find a common time for a group conference, or available sequential times for more than one conference. If you are scheduling a child in another district school, click the school name on the left and follow the same process. There are instructions and demonstration videos for registering posted on the *My Conference Time* page as well.

Teachers are listed in alphabetical order on the page. Fourth & fifth grade teachers are listed as a team only and will have 15-minute conferences. Mrs. Ferguson and Mrs. Flaskos, who provide reading and math intervention, will make every effort to attend the conference with their students' homeroom teachers. They do not need to be scheduled separately.

Teachers are not responsible for rescheduling in-person parent conferences outside of the selected district dates and times. Families who cannot attend on the designated parent teacher conference dates should schedule a phone conference to be conducted on one of the predetermined dates or email the teacher to request a written conference summary.

Please contact the office if you have any questions or difficulties registering for conferences.

Sincerely,

Mr. Aaron Rea, Principal
Osborne Elementary School