



White Township Consolidated School  
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<http://www.whitetwpsd.org>

**William Thompson**  
Chief School Administrator

**Dawn Huff**  
Business Administrator

March 2, 2020

Dear Parents,

It is time to begin planning parent-teacher conferences. Conferences provide us with an opportunity to meet and discuss your child's progress at White Township Consolidated School. The second set of conferences are scheduled in March. Please see the schedule below:

|  |                       |
|--|-----------------------|
| <b>Thursday, March 19<sup>th</sup></b> | <b>6:00 - 8:00 PM</b> |
| <b>Friday, March 20<sup>th</sup></b>   | <b>1:45 - 3:30 PM</b> |

Parents will be responsible for scheduling conferences online through the parent portal for students in grades K-8. If you do not know your parent portal login information or do not have Internet access, then please call the main office as soon as possible. In the parent portal, you will see a "Teacher Conferences" link starting Thursday, March 5<sup>th</sup>. You will be able to schedule conferences March 5<sup>th</sup> through March 12<sup>th</sup>, and times are reserved on a first served basis. To schedule a conference, please follow the steps detailed below:

- Click on the "Teacher Conferences" link in your parent portal.
- Find the teacher you want to schedule a conference with and select his/her name.
- Click on "Schedule Conference" to the right of the teacher's name.
- Choose a time available.
- Click request conference at the bottom of the screen.
- You will need to check back on the parent portal to see if the teacher confirmed the conference time.

Students in grades K-8 will dismiss at 1:30 PM on March 19<sup>th</sup>-20<sup>th</sup>. If you have any questions regarding conferences, please do not hesitate to call the main office. Thank you again for your support in helping us maximize our children's potential.

Sincerely,

William Thompson  
Chief School Administrator