

February 12, 2014

Dear Parent/Guardian,

We are excited to pilot a new online program for scheduling winter parent/teacher conferences this year. In addition to our research, it has been tested in other elementary schools in our district. We believe it will be easy to use and beneficial for all involved. For your information, conference dates/times are listed below, and will be held in your child's classroom.

March 11<sup>th</sup>, March 13<sup>th</sup> and March 19<sup>th</sup> /8-9AM and 4:30-7:30PM

At this time, you are to schedule a time with your child's homeroom teacher only. If you require time with another teacher, please contact them directly. To choose a time slot, enter this link in your internet browser:

[http://www.ptcfast.com/schools/Woodland\\_Elementary\\_School](http://www.ptcfast.com/schools/Woodland_Elementary_School)

\*\*\*Note the underscore between Woodland\_Elementary\_School

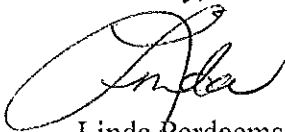
At the link, you will be asked to register your e-mail address. After completing that task, you will immediately receive an e-mail with the link to register your child for a conference time. Once you select your conference time, you will again be sent confirmation directly to the e-mail address provided. In addition, you will receive an e-mail reminder of your parent/teacher conference time 2 days prior to the conference.

If for some reason you need to change a conference time, simply log in to the program and you will be given directions on how to choose a new time from available slots.


If you do not have internet access, please contact us via phone at 763-315-6400 to schedule your conference time.

We look forward to seeing you in March.

Sincerely,



Linda Perdaems  
Principal



Toni Beckler  
Assistant Principal

**Mrs. Linda Perdaems**  
Principal

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Brooklyn Park, MN 55443

[www.district279.org](http://www.district279.org)