



Green Township School District

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Ms. Jennifer Thompson
Principal/Coordinator of
Instruction

Dr. Lydia Furnari
Interim Assistant
Superintendent/
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Ms. Sallyann McCarty
Business Administrator/
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February 14, 2019

Dear Parents:

Parent/Teacher conferences will take place on Wednesday, March 6th and Thursday, March 7th from 6 PM to 9 PM. On Friday, March 8th the conferences will be held from 1:30 PM to 4 PM. Parents will be using the **Parent Portal to schedule conferences starting Monday, February 25th thru March, 4th.**

Please note that these are early dismissal days (12:50pm).

The following steps should be followed to schedule your conference appointments:

- Sign into Parent Portal
- Click on Teacher Pages (left column)
- Click on *PTC Schedule* (right of teacher's name)
- Click the round circle next to the time you want
- Click Request Conference (below)

Once you have scheduled all of your conferences you can **click on View Conference Schedule** (bottom of teacher page). **PLEASE NOTE:** If you need to make any changes to your conference schedule, please contact the appropriate teacher. If you need to meet with any office professionals (i.e.: Principal, Guidance, Speech, etc.) please contact the appropriate office.

Of course, you may schedule meetings with teachers at any time during the year as needed.

Sincerely,

Jennifer Thompson
Principal/Coordinator of Instruction