

[date]

Dear Parents and Guardians:

It is time to schedule a date and time to visit [school] with your student for a conference. We will be holding conferences on [date & time]. Please plan on conferences lasting around 30 minutes.

This year [school] has gone paperless for setting up conference times! The entire team will be using **myconferencetime.com/[account]** to schedule times. There are only a select number of appointments for a given time slot (we recommend that you sign up early for your preferential time and date). Please sign up for a time slot by visiting **[http://www.myconferencetime.com/\[account\]](http://www.myconferencetime.com/[account])**.

If you are unable to sign up for a time and date via your personal computer or public library, please write a note with your top three times and dates to your student's homeroom teacher. We will attempt to log you into your section, but we cannot guarantee your top choices as sections will fill up quickly.

Thank you for your support,

Your Teachers