

Parent Teacher Conferences

Regular Sign-Up ends Friday @ 8:00pm

Wait List appointments available Monday 9:30am – 8:00pm

please read this message carefully

Parent Teacher Conferences will be held on **Wednesday, November 8th 5:00pm – 8:00 pm** and on **Friday, November 10th 1:30pm - 4:30 pm** in the 2nd floor cafeterias located on the 16th street side of the building. Appointments are 5 minutes long so plan your discussions accordingly to ensure that ALL families have equal time to meet with the teachers.

The appointment Sign Up ends **Friday, November 3rd** at 8:00 pm. **Families on the Wait List will have the opportunity to sign up for any available appointments on Monday, November 6th from 9:30am – 8:00pm** on a first come first serve basis.

If you are not able to schedule an appointment with your child's teacher during the regular sign up period or during the Wait List period email your teacher directly and arrange for a phone, email or in-person appointment for another day.

Sign Up Instructions:

1. Use this link for access to the [Appointment Scheduler](#)
2. You are not required to have a Signup Genius Account however if you have one you should sign in.
3. Select your **Teacher** from the list
4. Find a time slot that best fits your schedule & click **Signup**
5. Then click on the **Submit & Signup** button at the bottom of the page
6. **Your Name, Email & Child's Name** is required.
7. When finished entering the required information click the **Sign Up Now** button
8. An email reminder will be sent to parents 1 day before the date they signed up

Parents who have questions about the sign-up please contact the sign-up Administrator at iceschool345@gmail.com

ICE PTA

