



INSTITUTE FOR COLLABORATIVE EDUCATION

A MEMBER OF THE COALITION OF ESSENTIAL SCHOOLS

February 26, 2018

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Dear ICE Families,

Parent Teacher Conferences will be held on **Wednesday, March 7th 5:00pm – 8:00 pm** and on **Friday, March 9th 1:30pm - 4:30 pm** in the 2nd floor cafeterias located on the 16th street side of the building.

We will be using an online appointment sign up to schedule a conference with your current teachers all on a first come first serve basis. Appointments are 5 minutes long so plan accordingly to leave your self -adequate time to go from one meeting to the next.

Families who **do not have access to a computer** should contact their child's Advisor to arrange for Wait List Appointments. Please provide the best date and timeframes for the appointments. Parents who are not able to meet with their teachers during the available dates & times should email teachers directly to arrange for a phone or email discussion.

The appointment Sign Up **begins on Wednesday, February 28th at 8:00 pm** and will **end on Saturday, March 3rd at 8:00 pm**.

Sign Up Instructions:

1. Use this link for access to the appointment scheduler
<http://www.signupgenius.com/index.cfm?go=c.SignUpSearch&eid=08C7C9DCFCCEF864&cs=09CBBAD88FC48B167B7C64725BCE9BCA>
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 Administrator at iceschool345@gmail.com

See you soon!
ICE PTA