

Dear Parent(s)/Guardian(s) of _____:

You are invited to participate in the Parent-Teacher Conferences to be held on:

Wednesday, October 19, 2016, from 3:00-7:00 p.m.
and
Thursday, October 20, 2016, from 3:00-7:00 p.m.

We hope that you will take advantage of this opportunity to meet with teachers to discuss how your child is currently performing in school. Most teachers are available for five-minute conferences.

Admittedly, the limited time frame of five minutes per teacher does not allow for in-depth conferencing. If there is a need to discuss an issue in more depth, please make a follow-up appointment with the teacher. Please remember that in a regular day, all teachers are available to you during their planning periods (either by phone, in person, or by e-mail).

REGISTRATION

Again this year, registration will take place via the Internet. The system you will access, *PT Conference Maker*, has been designed to be very user-friendly and requires little to no experience using the Web.

Registration can take place on your home computer, at work, or even at Marie Murphy School. A conference *Help Line* (847-964-5035) has been established to answer your questions, and it will be available to you during regular weekday business hours.

You will need a Student ID and Student Password to access this system. Please use the credentials below:

Student ID:

Student Password:

The link to PT Conference Maker is : <http://www.ptconferencemaker.com/mariemurphy/> *This link will be posted before the online registration period, but will not be active until the registration period opens. A link to the PT Conference Maker system will also be available on the Marie Murphy Website:
<http://avoca37.org/mariemurphy>

The online registration period is:

9:00 a.m. on Friday, September 30, 2016,
until
4:00 p.m. on Friday, October 14, 2016

We look forward to seeing you at conferences!

Mr. Matthew Palcer
Principal