



## HEMLOCK CREEK ELEMENTARY

1900 Williams Grant Drive • De Pere, WI 54115

Kathleen Held — Principal • Michael Kowalczyk — Associate Principal • (920) 425-1900 • FAX (920) 425-1914

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October 2, 2018

Dear Parents/Guardians,

We have Parent/Teacher conferences scheduled for **Thursday, October 25, 2018 from 1:00-8:00 p.m.** If you are unable to make conferences on Thursday, Oct. 25th, we have an additional conference time scheduled for Thursday, March 7, 2019 from 4-8 p.m. Conferences are an opportunity to give you a progress update of your child's learning and to share information about areas of strength and areas that may need additional attention.

This year we will again be offering online scheduling for Parent-Teacher conferences. When you follow the directions below, you will be able to select a 15 minute conference time for your child or children. We hope this online feature will allow you to have more flexibility when scheduling a conference. If you are meeting with two teachers, we suggest not scheduling them back to back so you can have travel time within the building. Additionally, we are excited to let you know that our specialists, (music, art, physical education, math interventionist, literacy interventionist, and special education teachers) will also be available to have a scheduled conference. To schedule a conference time, please follow the steps listed below. If you do not have access to a computer or the internet, we will have computers available for you to use at school from 8:00 a.m. - 3:30 p.m. each school day. If you need additional help, please contact us at 425-1900.

1. On-line scheduling of conferences is required for parents to see a teacher from 1:00-8:00 p.m. In order to schedule, parents can go to [www.wdpsd.com](http://www.wdpsd.com), click on:
  - o Hemlock Creek
  - o Parents
  - o Parent teacher conferences
2. On the night of parent/teacher conferences, teachers will post on their classroom doors the schedule for the conferences being held from **1:00-8:00 p.m.** If you were not able to schedule a conference in advance, you may be able to pencil your name in if a slot is open. However, we are not able to guarantee that conference times will be available if you do not sign-up online.
3. The window to access scheduling on the website is open from **Wednesday, October 17<sup>th</sup> at 6:00 a.m. through noon on Wednesday, October 24<sup>th</sup>.**

Mrs. VanBoxel, Mrs. Brehm & Mrs. Janssen who are on FMLA will schedule conferences when they return. Information will be shared for those students at a later date.

Sincerely,

Kathleen Held, Principal  
Hemlock Creek Elementary