October 26, 2021

In order to strengthen the lines of communication between home and school, parent/teacher conference times have been scheduled for November 9, 10 and 12. Three early dismissal days have been set aside for conferences. Students will be dismissed at 1:30 p.m. You will have the option of participating online or in person. The conference schedule is listed below:

<table>
<thead>
<tr>
<th>Date</th>
<th>Torrington</th>
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<tbody>
<tr>
<td>Tuesday, November 9</td>
<td>4:30-6:30 pm</td>
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<tr>
<td>Wednesday, November 10</td>
<td>5:00-7:00 pm</td>
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<tr>
<td>Friday, November 12</td>
<td>2:00-4:00 pm</td>
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Once again, we will be scheduling parent-teacher conferences online! Please note that conference times will fill up quickly, so we encourage you to schedule as soon as possible. The website will be open Friday, October 29th.

To schedule your preferred time for a parent-teacher conference,

1. Go to [www.myconferencetime.com/torrington](http://www.myconferencetime.com/torrington) (or click the link on our website)
2. Click on the name of your child’s teacher.
3. Select the desired date/time for your conference by clicking on “Sign Up.”
4. Submit the requested information.
5. If you would like to meet with your child’s classroom teacher AND special education teacher at the same time please click on “Register for Multiple Conferences.” Follow the prompts on the screen and be sure to choose the same time for both teachers.

If you have more than one child attending our school, you may also use the “Register for Multiple Conferences” option and follow the prompts to schedule each conference.

After you schedule a conference online, the date and time are reserved for you. If you entered your email address correctly, you will receive email confirmation of your conference.

If you are unable to sign up for a time and date online, please send a note to your child’s classroom teacher or call the school no later than Friday, November 5th.

Conferences with the art teacher, bilingual teacher, ESL teacher, music teacher, physical education teacher, speech therapist or interventionalist may also be scheduled online.

**All parent-teacher conferences are fifteen minutes in duration. Conference Zoom or Google meet links will be published in Google Classroom and on our website. Teachers will begin and end conferences according to the**
Thank you for your support of your child's education.