

# Col. John Robinson Elementary School

*Shaping the future one child at a time*

Kevin LaCoste, Principal | Michelle Kane, Assistant Principal

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March 6, 2017

Dear Parents/Guardians,

We hope your child is enjoying the school year as we approach our Spring Parent-Teacher Conferences. Conferences allow you the time to meet with your child's teacher to discuss their progress and check in on a number of other topics. Our March parent-teacher conferences will be offered on two days: Wednesday, March 29th from 8:00 a.m. to 11:00 a.m. and Thursday, March 30th from 2:00 p.m. to 8:00 p.m. **Mrs. Cecere** will have additional conference times available on Friday, March 31st from 9:30 a.m. to 2:30 p.m.

We will continue the use of SignUpGenius, our online scheduling program. This is a platform that will allow you to choose a specific time that works best with your schedule. This format provides both you and our staff a more efficient way to arrange conference times. The sign up links will be posted on the Robinson homepage and will be available from Monday, March 13th at 3:30 p.m. to Monday, March 20th at 3:30 p.m. To schedule an appointment please locate your child's teacher on our homepage at <http://rs.westfordk12.us/pages/index> and select the time you wish to meet. Please note that these links will **NOT** be available until 3:30 p.m. on Monday, March 13th. If you do not have access to a computer, our office staff will be available to assist you in scheduling a conference within the timeframe noted above. Please contact the office during our regular school hours. We request that only parents/guardians without computer access utilize the phone scheduling option.

The Crisafulli School will also utilize SignUpGenius to schedule conferences as well. If you are scheduling a conference for children at both schools please allow for travel time between the two buildings. We look forward to seeing you and discussing your child's progress.

Sincerely,

Kevin LaCoste

*Community·Acceptance·Responsibility·Excellence*