NOTE: YELLOW HIGHLIGHT INDICATES INFORMATION THAT MUST BE TAILORED FOR YOU SCHOOL.

**Email Subject:**

Get ready to book your child’s parent teacher conference

**Email Content:**

Please note that Parent Teacher Conferences at Memorial School will take place:

• September 16 (4:30-8:30 PM)

• September 17 (8:00 AM – 2 PM)

Parent-Teacher Conferences are a key part of our communication strategy regarding your child’s progress at school. Please plan on booking and attending a parent-teacher conference with the applicable teacher(s) for each child you have attending the school.

To check teachers’ schedules and book a conference you will need to access the Memorial School Conference Manager. To do this log into PowerSchool at [POWERSCHOOL URL] and select the application launch icon (box with arrow in top right of screen), followed by the Conference Manger menu option.

For step-by-step illustrated directions accessing the Conference Manager, click following link: <https://www.schoolsoft.com/wp-content/uploads/PowerSchool-CM-Login-Directions-.pdf>