

Dear Parents and Guardians,

You are kindly invited to the VIRTUAL parent-teacher conferences **on Thursday, November 3rd, 2022 from 3pm to 8pm.**

From **Tuesday, October 25 at 7:00 pm until Friday, October 28 at 12:00 noon**, the online scheduling program will allow you to make parent-teacher conference appointments with all teachers from Preschool through grade 12.

**Please click this link after October 25 at 7pm to make appointments: [Parent-Teacher Conference Signup](#)**

***First time users need to Register to create an account before they can log in:***

- Click on the word “Register” (upper left).
- Please enter a user name and password as well as your email address.

***Log in and make appointments:***

- Please enter your personal username and password and click on the “Anmelden/Login” button.  
***In case you forgot your password, you can request the system to send it to you using your email address. Simply click on “[Lost your password?](#)” under the password field on the login screen.***
- Select the teacher(s) you would like to see from the list, and click on “Buchungsplan anzeigen/show appointments.” You can now book your appointment. Please repeat this step for every teacher you would like to see.
- Please click on “**Your Appointments**” to view/print your personal schedule. In case you are not able to come to your appointment, please inform the respective teacher(s) directly by email.

**IMPORTANT FOR VIRTUAL MEETINGS:** You will receive the invitation-email including the link to the virtual meeting from the teacher before November 3rd **at the e-mail address you enter in the field with your child's name** during registration. **Please do not forget to enter your e-mail address for EACH appointment.**

### **Early Release Days:**

Please note that November 3<sup>rd</sup> will be an Early Release Day and that classes end earlier on short days this school year. That means:

- If your child doesn't ride the school bus, please pick them up at the following times.
  - **Preschool: 12:15 to 12:30pm**
  - **SEL through Grade 12: 12:15pm**
- Preschool and Elementary students will have their normal lunch break; fifth- through twelfth-graders who have a lunch pass will receive a bag lunch from the cafeteria to eat toward the end of 5th period.
- All **buses** depart only at **12:30pm**.
- On days with early release, there is **NO** afternoon program.
- **Extended Care** is offered on such days; however, **all students signed up for the Extended Care must be picked up at the school by their parents.**

Open exchange and teamwork between parents and teachers are very helpful for any student's success. Our teachers look forward to meeting with you. In case all appointments are booked for a teacher that you would like to talk to, please contact them by email to find a different time to meet. ([teacher email addresses](#))

Best regards,  
Carsten Apsel  
*Head of School*

Holger Papiess  
*Elementary School Principal*

Mojdeh Khojasteh  
*Preschool Principal*