



October 17, 2020

Dear Meredith Parents and Caregivers,

As we near the end of our first term, we reflect with gratitude on the trust, support, and grace you have extended within the Meredith community as we continue to serve students in new ways. While we place high value on maintaining regular communication about student progress throughout the school year, this point in the semester offers a time to intentionally connect through Parent/Caregiver Conferences.

Conferences are an opportunity to discuss academic progress, learn how to best support your child at home, or ask questions about specific classroom processes. **Conferences will take place virtually this year.** Conferences are not required, but are available for families who want a designated time to talk with a teacher.

We've designated the morning of October 30 from 8-11:30 a.m. as a time for you to meet with teachers. You may also schedule an individual conference with a teacher during their availability outside of October 30.

- Your conference will take place using Microsoft Teams, the same platform your student uses each day to access virtual school.
- If you would like the support of an interpreter, please click on [here](#). A multi-lingual support staff member will contact you soon to schedule a conference.
- To schedule a conference with a specific teacher, click on their name in the list below. Once you click on their name, a second webpage will open and show their availability on Oct. 30, and perhaps other dates too. Designate a time that works for you, and complete the booking. You will receive an email confirmation.
- If you have questions about connecting with a specific teacher outside of the times they have designated as available, please send that teacher an email.
- Virtual meetings will occur by clicking on the link in the confirmation email you receive that corresponds to the teacher you are meeting with. You will simply click that link to join the virtual meeting at your conference time.

We appreciate your patience and flexibility in navigating new strategies to keep our school processes working.

**Meredith Middle School**

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