

Totowa Borough Public Schools

Washington Park School

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Patricia Capitelli
Chief School Administrator

Michael O'Brien
Principal

November 15, 2016

Dear Parents/Guardians of grade 5 – 8 students:

This year parents/guardians will again have the opportunity to request a specific block of time for conferences through the Parent Portal. When logged into the Parent Portal, requests for conference times can be made by selecting the *Teacher Pages* link, then selecting *Schedule Conference* next to each course and choosing the time you desire. Once the teacher accepts the request a confirmation will be received through the Parent Portal.

The option to sign up for conferences will open on November 16, 2016.

Parent/teacher conferences will be taking place on the following dates:

- November 29, 2016, 6:30pm – 9:00pm
- November 30, 2016, 2:00pm – 4:15pm
- December 1, 2016, 6:30pm – 9:00pm

If you have any questions please contact my office at 973-956-0010 ext. 2103.

Sincerely,



Mr. Michael O'Brien
Principal, Washington Park School

cc: Ms. Patricia Capitelli, Chief School Administrator
Mr. Jonathan Kruzel, Vice-Principal, Washington Park School
Ms. Lauren Terranova, Supervisor of Special Education
Ms. Nicki McGrane, Supervisor of Curriculum and Instruction