



# *Middle Township Elementary No. 1*

215 Eldredge Road  
Cape May Court House, New Jersey 08210-2499  
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CHRISTIAN J. PASKALIDES  
Principal

DONALD ROBERTSON  
Assistant Principal

November 1, 2018

Dear Parent or Guardian,

Elementary #1 offers online scheduling for Parent-Teacher Conferences through the website, “**Sign Up Genius.**” Starting at 9:00 AM on November 5, 2018, you will be able to use this site to schedule conferences with your child’s teacher(s). Fall conferences are scheduled for Wednesday, November 14<sup>th</sup> (night), Thursday, November 15<sup>th</sup> (night), and Friday, November 16<sup>th</sup> (day). Night conferences are from 6:00 – 8:00 pm, and day conferences are from 1:45-3:30. During these conferences, teachers will provide you with a summary of your child’s preparation, participation, behavior, and academic progress.

In order to schedule a conference(s), please go to the Elementary School #1 website <http://www.middletp.k12.nj.us/Elm1> and click on the link – “**Elementary School #1 Conferences.**” On the next page, under the school name, will be tabs where you can select the grade or specialty of the teacher with whom you'd like to schedule a conference. (If you are using a mobile device, such as a cell phone, these tabs will be shown in a drop down box instead.) On the scheduling page, find the name of the teacher you are scheduling with, and click the box next to the time you'd like. Then, click the "Submit and Sign Up" button at the bottom of your screen. (Mobile users will find that you may need to scroll to the bottom of your screen, press "More," and repeat several times to find the teacher/time that you would like.) On the following screen, you will be

asked for your first and last name, your child's name, and your email address. When you are finished, click "Sign Up Now" at the bottom of the screen, and your conference is scheduled. You should receive an email confirmation, which will also give you a link in case you need to cancel your scheduled conference. **Conferences must be scheduled 24 hours or more in advance. For example, the cut off time for a conference on Wednesday at 6:00 pm would be Tuesday at 6:00 pm.**

We will offer paper scheduling for conferences if internet access is an issue. All paper conference requests should be sent in no later than November 6<sup>th</sup>. The teacher(s) will select times based on your preferences and available time slots, and send the slip home with your child. Use the form below if you are unable to schedule online. Please keep in mind that teachers will not be able to accommodate walk-ins. The staff at Elementary #1 looks forward to meeting with you soon. Please do not hesitate to call should you have any questions.

Sincerely,

Christian J. Paskalides, Principal

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\*Form must be returned by November 6, 2018. Only return this form if you cannot schedule online.\*Please write legibly so we can schedule accordingly.

Classroom Teacher: \_\_\_\_\_

I prefer: Day \_\_\_\_\_ Evening \_\_\_\_\_ Either \_\_\_\_\_

Student Name: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

Please list the names of the teachers you would like to meet with:

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