February 2021

Dear GES Families,

Parent-Teacher Conferences this spring will occur on Wednesday, March 10th, Thursday, March 11th and Friday, March 12th. The spring conferences will be conducted through a virtual format that allows parents to attend using any device that has access to the internet. Parents are encouraged to sign up for a 20-minute conference time with their child’s teacher, as well as their intervention teacher, if applicable. Specials Teachers (Music, PE, STEAM and Art), Interventionists and Counselors will also have time slots available for parents who would like to meet with those staff members.

The school has introduced a new, intuitive and easy to use online parent teacher scheduler called ***Meet the Teacher.*** This allows you, the parent, to choose your own appointment times with teachers and then receive an email confirming your appointments.

**When are Parent-Teacher Conferences?**

* Wednesday, March 10th: 3:45pm - 7:00pm
* Thursday, March 11th: 3:45pm - 7:00pm
* Friday, March 12th: 8:00am – 12:00pm

**When can I book a conference?**

The appointment booking window is open and will close on Monday, March 8th at 8:00am. Should you wish to make any changes after this date please contact the school office at 970-641-7710.

**How do I book a conference?**

Please visit <https://gwsd.meettheteacher.com>to book your appointments. If you have more than one child attending GES, you will need to book each individually. Please be sure not to double-book yourself!

**Login with the following information:**

* Your First and Last Name
* Your Email (the email in which you would like the confirmation booking email sent)
* Student’s First and Last Name
* Student’s Date of Birth

A short guide on how to add appointments can be found here: <https://drive.google.com/file/d/1ftHwWhBjt1e1ugQ6Q8YSLaZ9xpN8UlyK/view?usp=sharing>

**How long are parent teacher conferences?**

The length of parent teacher conferences vary by grade level and teacher. You will see the times available when you book. Please note that if you arrive late, the time will not be extended, and that the video chat will turn off at the end of the conference. For example, if your conference is scheduled from 3:00pm-3:20pm, the video conference will turn off (end) at 3:20pm.

**What are resources that can help me?**

A guide on how to attend video appointments can be found here: <https://docs.google.com/document/d/1SmnGVxjsChXz5M1osTviArGQx4DCU6kLRg4nKZrY2xY/edit?usp=sharing>

Kind Regards,

Michael J. Seefried, Principal

Gunnison Elementary School