

September 12, 2018

Dear Parent/Guardian:

Lake Nokomis Keewaydin Community School is going paperless for scheduling Fall parent-teacher conferences online. You can sign up using most devices that can access the internet, including your cell phone.

To schedule your preferred time for a parent-teacher conference,

1. Go to <https://www.myconferencetime.com/keewaydin/>.
2. Click on the name of your child's teacher.
3. Select the desired date/time for your conference by clicking on "Sign Up."
4. Submit the requested information.

If you have several children attending our school, click on "Register for Multiple Conferences" and follow the prompts to schedule your children for several conferences.

After you schedule a conference online, the date and time are reserved for you. If you entered your email address correctly, you will receive email confirmation of your conference.

If you are unable to sign up for a time and date online, please send a note with three preferred times and dates to your child's teacher. Once we receive your note, we will attempt to schedule a conference for your desired date and time, but cannot guarantee your top choices as time slots fill up quickly.

Thank you for your support of your child's education by signing up online for Fall parent-teacher conferences on October 16 & 17, 2018.

Sincerely,

La Shawn Ray