

Oct. 27, 2014

Dear Parents,

The Wake County Public School System requires teachers and parents to conference twice during the school year to review each student's academic and social progress. This means it is now time for our first semester **parent-teacher conference**.

This conference is one of the best ways to share information about student progress. Please make plans to attend. Parent interest, involvement and support make such a tremendous difference in a child's success! By working together, we take a major step toward reaching our common goal – seeing to it that your child receives the best education possible.

I have created a sign-up genius so that parents may pick a time that is convenient to them from an array of available slots. In order to view the sign-up genius, you can go to [www.mrpottersclassroom.com](http://www.mrpottersclassroom.com) and then click on general school links. Click on the conference button to view the list of conference times and to sign up for one. Alternately, the direct link is <http://www.signupgenius.com/go/20f0f48aeaf22a6f85-ptconferences> .

The times available on the signup begin this Thursday, Oct 30<sup>th</sup> and run through Friday, November 7<sup>th</sup>. Each day I have at minimum three thirty minute slots from 4:30 – 6pm.

If you are unable to sign up for a conference online, or none of the times available work for you, please simply let me know with a note, and a date/time that would work best for you. I will figure out something and get back to you as soon as possible. If you would prefer an early morning time, I can also do morning conferences from 6:30 – 7:30 am each morning before school. If you require an interpreter, please leave a note for me or tell your student so that I can arrange for one to be present.

Sincerely,

James Potter  
[Jpotter3@wcpss.net](mailto:Jpotter3@wcpss.net)