Mr. Thomas Hogrefe
Assistant Principal

Mr. Gianni Perugini *Principal* 

Mrs. Nicole Cote
Assistant Principal

February 21, 2024

Dear Parents/Guardians,

Watertown High School will host spring parent/teacher conferences on the following dates:

- Wednesday, March 6, 2024 from 8:00 A.M. 12:00 P.M. and 5:00 P.M. 7:00 P.M.
- Thursday, March 7, 2024 from 12:40 P.M. 2:40 P.M.

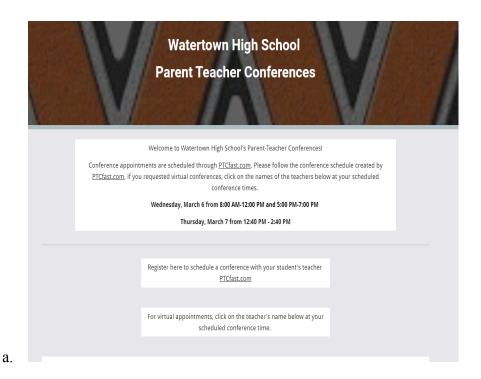
## **Important Information**

Please review the information it is important to remember the following:

- Registration for conferences will close on Saturday March 2, 2024 at 12:00 A.M.
- Please register for a conference appointment to avoid showing up unannounced. Our teachers need time to prepare for a productive conference.
- Virtual conference times will be March 6, 11:00 A.M. 12:00 P.M. and March 7, 2024
   1:30 P.M. 2:30 P.M. If you would like a virtual conference outside of this time please reach out to the teacher to set another time.
- We will have student volunteers to assist with navigating parents around our school building.

Conference appointments are scheduled through PTCfast.com. The link can be found on our website homepage <a href="Spring 2024 Parent/Teacher Conferences Appointment Link">Spring 2024 Parent/Teacher Conferences Appointment Link</a>
Steps for how to register for parent/teacher conferences:

- 1. Click on the link above.
- 2. Click on the PTCfast.com link in the register here box highlighted in blue.



3. Click on the teacher's name and click submit.



a.

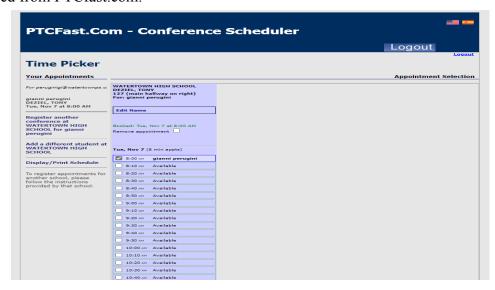
4. Fill in the information and click submit.

WATERTOWN HIGH SCHOOL WATERTOWN, CT Conference Scheduler		
Sign up gian	nni perugini for	
you a confirmation ema	ster with name and contact information. We then create a registration and send il with a link to choose your appointment time. You can also add and change both trments. ( <u>Learn about Our Privacy Policy</u> ,)	
Student's first name		
Student's last name perugini teacher.	enter whatever best identifies the student to the	
Your name or John and Mary Smith	who will be attending the conference, e.g., John Smith,	
Your email address	where should we send your confirmation information?	
Confirm email address		
Phone	optional	
Submit Press here to begin si	gnup process	

- 5. You will receive the following message once you submit.
  - a. Thank you for registering. Please check your email at the address you provided. You will find an email with the subject header "Select Date/Time for Teacher Conference Now". Just press the link in the email and you will be able to pick a time slot for the conference.

Note: Email sometimes does not get delivered immediately, please allow up to 15 minutes. You might also check your Spam folder.

6. Check your email for the link to register for a conference time with the teacher. Choose your desired conference time by clicking on "Click here to select conference time" in the email you received from PTCfast.com.



\*At the bottom of this page you can indicate if you will attend the conference in-person or virtually. Virtual conference times will be March 6, 11:00 A.M. - 12:00 P.M. and March 7, 2024 1:30 P.M. - 2:30 P.M. If you would like a virtual conference outside of this time please reach out to the teacher to set another time. Next, you will indicate if you would "like to register for additional conferences" or "confirm selections and exit". You can register for additional conferences for the current student or choose to register conferences for another student.

7. For virtual appointments, return to the link above in step one and click on the teacher's name at your scheduled time. Clicking on the teacher's name will open up the google meet for your conference.

We hope you will have a wonderful time conferencing with our teachers and discovering more about our school.

Thank you,

Gianni Perugini

Principal

