



HEMLOCK CREEK ELEMENTARY

1900 Williams Grant Drive • De Pere, WI 54115

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October 10, 2023

Dear Families,

Parent/Teacher conferences are scheduled for **Thursday, October 19 from 1:00-8:00 p.m.** Conferences are an opportunity to give you a progress update of your child's learning and to share information about areas of strength and areas that may need additional attention. This year all conferences will be in person at Hemlock Creek.

Scheduling for Parent-Teacher conferences is done online. When you follow the directions below, you will be able to select a conference time for your child or children. Additionally, we are excited to let you know that our specialists (music, art, physical education, interventionists, and special education teachers) will also be available to have scheduled conferences. To schedule a conference time, please follow the steps listed below. **If you do not have access to a computer or the Internet, we will have computers available for you to use in the office from 7:30-3:30 each school day. If you need additional help, please contact us at 425-1900.**

1. On-line scheduling of conferences is required for parents in order to schedule a parent/teacher conference from 1:00-8:00 p.m.
In order to schedule, parents can go to www.wdpsd.com, click on:
 - o Schools - Hemlock Creek - Parent Info -Conferences
2. Follow the directions for scheduling a conference as a parent through <https://wdpsd.schoolsoft.com>
 - First you will need to register for an account. After that, you will be able to sign in with the email address and password you created.
 - When you register, add the names of all your children and the school to which they attend.
 - Select the conference that you wish to attend.
 - Select the teachers you would like to meet with.
 - Select the time slot you would like for each teacher.
 - You may use the optional box for questions or comments and press "Submit".
 - Click on the **My Conferences** tab to review, edit or print your schedule.
3. Once you register, you should receive an email from the Conference Manager.
4. The window to access scheduling on the website is open from **Wednesday, October 11th at 6:00 a.m. through noon on Wednesday, October 18th.**
5. It will be important for teachers and parents to stay within your timeframe. Teachers will post on their classroom doors the schedule for conferences being held.

Sincerely,
Kathleen Held, Principal
Hemlock Creek Elementary School