



February 4, 2025

Dear Families,

Parent/Teacher conferences are scheduled for **Thursday, February 20, 2025, from 4:00-8:00 p.m.** Conferences are an opportunity to give you a progress update on your child's learning and to share information about areas of strength and areas that may need additional attention. **All conferences will be held in person.**

Since conferences are only from 4-8 p.m., we will not be able to accommodate meetings with every parent of every child in class. Therefore, we ask that you consider a conference on this date only if you are concerned about your child's progress at this point in the school year and/or were unable to attend the October conference date.

Scheduling for Parent-Teacher conferences is done online. When you follow the directions below, you will be able to select a 15-minute conference time for your child (or children). We hope this will allow you to have more flexibility when scheduling a conference. Additionally, we are excited to let you know that our specialists (music, art, physical education, 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 am-3:30 pm each school day. If you need additional help, please contact us at 920-337-1087.**

1. Online scheduling of conferences is required for parents to **meet with a teacher** from 4:00-8:00 p.m. In order to schedule, parents can [click here](#) OR go to [www.wdpsd.com](http://www.wdpsd.com), and click on:
  - Westwood
  - Parents
  - Conferences
2. The window to access scheduling on the website is open from **Wednesday, February 12th at 6:00 a.m. through noon on Wednesday, February 19th.**
3. It will be important for teachers and parents to stay within your timeframe for the conference.

Sincerely,

Kristin Krahn  
Principal  
Westwood Elementary School

Jay O'Konski  
Associated Principal  
Westwood Elementary