



WAYNESBORO AREA SCHOOL DISTRICT

Summitview Elementary School

840 East Second Street

Waynesboro, PA 17268

(717) 762-1191 x1800

Fax (717) 762-3764

Dr. Diane A. McCallum, Principal

[diane\\_mccallum@wasdpa.org](mailto:diane_mccallum@wasdpa.org)

September 19, 2019

Parent teacher conferences will be held on Wednesday, October 9, from 4:00 - 7:00 pm, Thursday, October 10, from 4:00 - 8:00 pm, and Friday, October 11, from 8:00 am - 3:30 pm. Conferences are scheduled for 20-minute time slots.

Summitview will again utilize an online program called *My Conference Time* for parents/guardians to schedule their conference(s). We have found this is the most time-effective means for families to schedule conferences that best fit their schedules. *My Conference Time* is accessible through any internet-connected device (computer, tablet, smartphone, etc...).

**Families can begin scheduling conferences at 4:30 pm on Friday, September 20, 2019 at 4:30 pm.** Online scheduling will close on Friday, September 27 at 11:00 am.

To schedule your child(ren)'s conference(s), please follow these steps:

1. Go to [www.myconferencetime.com/summitview](http://www.myconferencetime.com/summitview)
2. Click on the name of your child's teacher Ms. Ryan
3. Select the desired date/time for your conference by clicking on "Sign Up."
4. Complete the requested information, including your email address.
5. Click "Sign Up for Your Conference" near the bottom of the screen. You will then receive an email confirming the date/time of your conference(s).

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

**If you are unable to sign up for a time and date online, please send a note listing your child's name along , your daytime phone number, and three preferred dates and times to your child's teacher. Once your note is received, you will be contacted via phone to schedule a conference. We will do our best to accommodate your desired date and time but cannot guarantee your top choices as time slots fill up quickly.**

Thank you,

Miss. Ryan