## Sanford Regional Technical Center

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Dear SRTC Parents/Guardians,

The staff of Sanford Regional Technical Center invites you to attend Parent/Teacher Conferences on Thursday, November 3rd to discuss your student's current academic progress. Conferences will be held in person at SRTC, with the option for parents to select the alternative of a virtual conference through Zoom. Our conference sessions are scheduled in fifteen-minute intervals from 2:30pm to 7:30pm.

If you would like to schedule a conference, please visit our scheduling site at <a href="http://srtc.simplybook.me/">http://srtc.simplybook.me/</a> to schedule a time with your student's teacher. Once you have scheduled your appointment, you will receive a confirmation email. If you have selected a virtual conference, the confirmation email will include the Zoom link to log in at the time of your appointment. If needed, alternate times for conferences may be scheduled directly through the teacher. Our staff directory is online at <a href="https://www.sanford.org/o/sanford-regional-technical-center/staff">https://www.sanford.org/o/sanford-regional-technical-center/staff</a>.

Please feel free to contact me directly should you have any questions or concerns. You may contact me at <u>ksargent@sanford.org</u> or (207)206-1779. We look forward to meeting with you on November 3rd!

Sincerely, Kathy Sargent, Director