

October 2, 2020

Dear Parents/Guardians,

Union Canal Elementary School will be conducting conferences for parents of all students on Monday, November 23, 2:00 – 9:00 P.M., and Tuesday, November 24, 8:00 A.M. - 3:00 P.M. Students will not have school on November 23 and 24. The purpose of these conferences is to give parents the opportunity to talk with teachers about their child's progress. Fifteen (15) minutes will be allocated for each conference.

Conferences will be scheduled online through PTCFast. This process will give you the convenience to view the times available to meet with your child's teachers and choose what date and time best fits your schedule. Elementary and middle school conferences will be held on November 23 and 24. The online scheduling will be open beginning 7:00 P.M. on Monday, October 5 and will close at 7:00 P.M. on Monday, November 9.

You will find the link for scheduling conferences on the district website ([www.clsd.k12.pa.us](http://www.clsd.k12.pa.us)) under the Union Canal Elementary School tab. You may select your child's homeroom teacher and any number of teachers from the Multi-grade and/or Specialist Sections (i.e. Specials, Reading Intervention, Learning Support) and then you will be prompted to register with the system and provide a valid email address. PTCFast will send an email to your account with the link to schedule conferences. When you click on the link, you will be brought to a screen to view and select from the times the teachers have available. Confirmations will be sent to the email address you provided when you registered with PTCFast.com. Parents/Guardians who would like to request a virtual or phone conference should contact the school office.

If you are not able to schedule using the internet, paper request forms will be available in the school office, on the district website, and with your child's homeroom teacher. If you are choosing this option, please have this form returned to our school office as soon as possible. Families who utilize the form to schedule a conference will receive a confirmation notice of your scheduled conference.

If you have special concerns, such as needing an interpreter, or any other questions, please do not hesitate to contact the Union Canal Elementary School office at 717-270-7227.

Sincerely,

Bernard J. McGinty  
Principal