



Cornwall–Lebanon School District

Nathaniel A. Artz
Principal
Cornwall Elementary School

October 5, 2021

Dear Parents/Guardians,

Cornwall Elementary School will be conducting conferences for parents of all students on Monday, November 22 (2:00 – 9:00 P.M), and Tuesday, November 23, 2021 (8:00 A.M. - 3:00 P.M.). Students will not have school on November 22 and 23, 2021. The purpose of these conferences is to give parents the opportunity to talk with teachers about their children’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 teacher(s) and choose what date and time best fits your schedule. Elementary and middle school conferences will be held on November 22 and 23, so please do not choose a time that will conflict with your middle school request(s). The online scheduling will be open beginning 7:00 P.M. on Monday, October 4 and will close at 7:00 P.M. on Monday, November 8, 2021.

You will find the link for scheduling conferences on the district website (<https://www.clsd.k12.pa.us/>) under the Cornwall Elementary School tab or by clicking here [link](#). 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.

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 the 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, virtual, or any other questions, please do not hesitate to contact the Cornwall Elementary School office at 717-273-4571.

Sincerely,

Mr. Nathaniel Artz
Principal