

October 1, 2021

Dear Parents/Guardians,

Ebenezer 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, 8:00 A.M. - 3:00 P.M on the same days/times as Cedar Crest Middle School. Students do not have school on conference days. The purpose of 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. The online scheduling will be open at 7:00 P.M. on Monday, October 4 and will close at 7:00 P.M. on Monday, November 8.

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 Ebenezer 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 after securing their conference.

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.

This is a reminder that visitors entering district buildings are required to wear a face covering, unless there is an exception to the covering requirement as stated in Section 3 of the Mask Order, or if it is unsafe to do so. If you have special needs, such as needing an interpreter, or questions, please do not hesitate to contact the Ebenezer Elementary School office at 717-272-1969.

Sincerely,

Dean W. Bozman, Ed.D.  
Principal