



Cornwall–Lebanon School District

Bernard J. McGinty
Principal
Union Canal Elementary School

October 1, 2021

Dear Parents,

Union Canal Elementary School will be conducting conferences for the parents of students in Grades 1 -5 on Monday, November 22, 2021, from 2:00 P.M. until 8:40 P.M., and Tuesday, November 23, 2021, from 8:00 A.M. to 2:40 P.M. Students will not have school on Monday, November 23, and Tuesday, November 24, 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.

We will be using online scheduling through PTCFast this year. This process will give you the convenience to view the times available to meet with your child's grade level homeroom teacher and choose what date and time best fits your schedule. **Conferences will be held at the same time as the Cedar Crest Middle School, so please do not choose a time that will conflict with your middle school request(s).** The **online scheduling will be open beginning 4:00 P.M. on Monday, October 4th and will close at 7 P.M. on Monday, November 8.**

There will be a Spanish interpreter available during the conferences. Please make a note that you will need an interpreter when you sign up for the conference.

Virtual and/or phone conferences are available upon request. Parents/Guardians have the option of scheduling a virtual and/or phone conference during a selected time slot. If you wish to be contacted virtually or via phone please indicate this in the note section of your request.

You will find the link for scheduling conferences on the district website (www.clsd.k12.pa.us) under the Union Canal Elementary School tab, or here at: [https://www.ptcfast.com/schools/Union Canal Elementary School](https://www.ptcfast.com/schools/Union_Canal_Elementary_School). You may select more than one of your child's teachers and then you will be prompted to register with the system and provide a valid email address. When selecting which of your child's teachers to meet, please select your child's primary grade level teacher (homeroom) and also any other supplemental support instructors * Special Subject Area * Other Related Services (Special Education, ESL, Speech, Gifted Education) that your child may currently have (limit 3 teachers per student). 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. As conference time slots are limited, we request that you do not schedule more than three conference times for each of your children. 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 are 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 your child's teacher as soon as possible. Your child will receive the confirmation notice of your scheduled conference **on Friday, November 19th and** should bring it home from school that day.

If you have special concerns or questions, please do not hesitate to contact the school office secretary at 717-270-7227.

Sincerely,

Bernard J. McGinty III
Principal