October 25, 2019

Dear Parent/Guardian:

Parent-Teacher Conferences will be held at Torrington High School on the following dates:

* **Tuesday, November 12, 2019 from 12:30 p.m. – 2:30 p.m.**
* **Wednesday, November 13, 2019 from 4:00 p.m. – 6:00 p.m.**
* **Thursday, November 14, 2019 from 5:30 p.m. – 7:30p.m.**

Please Note: These are early dismissal days for students. Students will leave school at 12:10 p.m.

To schedule your preferred time for a Parent-Teacher Conference:

1. Link is activated
2. Go to [www.myconferencetime.com/torringtonhs/](http://www.myconferencetime.com/torringtonhs/)
3. Click on the name of your child’s teacher.
4. Select the desired date/time for your conference by clicking on “Sign-Up”.
5. Submit the requested information.

If you have several children attending our school, click on “Register for Multiple Conferences” and follow the prompts to schedule your children for several conferences.

After you schedule a conference online, the date and time are reserved for you. If you entered your email address correctly, you will receive email confirmation of your conference.

If you are unable to sign up for a time and date online, please send a note with three preferred times and dates to your child’s teacher. Once we receive your note, we will attempt to schedule a conference for your desired date and time but cannot guarantee your top choices as time slots fill up quickly.

Thank you for supporting your child’s education. We look forward to seeing you.



Sincerely,

Robin Ledversis

Interim Principal