



LEBANON MIDDLE SCHOOL

Chad Johnson, Principal
P: (860) 642-4702

891 Exeter Road Lebanon, CT 06249
F: (860) 642-3534

Parent Conference Sign Up Instructions

Dear Parents / Guardians,

Parent-teacher conferences will be held Monday November 2nd with two time periods 12:45pm-2:15pm and 5pm-7pm and Tuesday November 3rd from 8am-3pm.

We are pleased to offer a streamlined and clear process for signing up for your student's parent-teacher conference time slots. To sign up for a conference time slot, simply click on the teacher's names you wish to meet within the table located on the next page of this document. Alternatively, sign up links may also be accessed via the [Lebanon Middle School website](#). When selecting a grade level teaching pair, please only select one 15 minute session with which you wish to meet. The pair of teachers will be prepared with the information on how your student is performing in all four core classes. If you wish to also meet with a member of our exploratory arts team or an interventionist, please select an additional time slot by clicking on their name and following the instructions that follow. Please note that special education case managers will not be available to meet on Tuesday, November 3rd between the hours of 8:45 and 12:00.

Once you click on a teacher's name, a booking calendar will open. Please click 'jump to next available date'. You will then see the available time slots for each date. Select a time slot and enter all required information (First Name, Last Name, Email Address, Phone Number, Student Name, and whether or not you prefer a Virtual or In-Person conference). Click 'Book' and you will be sent a confirmation email. This email will contain a video conferencing link if you chose to meet virtually.

If there are no more time slots available, or if you wish to schedule a conference with your teachers outside of these hours, please email your student's teacher directly. They will reach out to set up an alternate conference day and time that is mutually convenient for both parents and staff. If at any time you need to cancel your appointment, you may do so by clicking on the cancellation button located in your confirmation. If you have any questions or need assistance with this process, please contact the main office at 860-642-4702. I look forward to seeing you during parent teacher conferences.

Respectfully,

Chad Johnson
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LMS Principal



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Teacher Booking Links for Parent Conferences

<u>Grade 5</u> Ms. Lacasse / Ms. Reynolds Ms. Orlando / Ms. Yaun	<u>Grade 7</u> Mr. Andrews / Mr. Schulthies Mr. Comeau / Ms. Korzhoff
<u>Grade 6</u> Ms. Archer / Ms. Huntington Ms. Violette / Ms. Wales	<u>Grade 8</u> Ms. Ernst / Mr. Montgomery Ms. Gaucher / Mr. Halbrooks Ms. Keough - Spanish
<u>Student Services</u> Ms. Gagnon - Literacy Mr. Reynolds - Math Intervention	
<u>Exploratory Arts</u> Ms. Marino - Art Mr. Klosowski - Computers Mr. Hayden - Technology Education Ms. Cofrancesco - Library / Media Mr. Fabry / Mr. Gaucher - Physical and Health Education Mr. Smith - Music Education, Band and Chorus	