



# CARNATION ELEMENTARY

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Phone: 425-844-4550

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## FALL CONFERENCE SIGN UP INFORMATION

Dear Carnation Families,

As we complete the second month of school, we are planning for Fall Conferences. Conferences will be held **remotely** on **Friday, November 19<sup>th</sup>; Monday, November 22<sup>nd</sup>; and Tuesday, November 23<sup>rd</sup>.**

Conferences are a chance for you to learn more about your child's individual progress in school, both socially and academically. It is also a time for the teacher to share recent assessment information, the quarterly progress report, and set goals with you and your child for the first half of the school year.

This year, Carnation is using a digital platform for conference scheduling. This will allow families to sign up for a time that works best for them as well as make it easier for families with multiple students. **If you are not able to book your conference online, please contact our school office at 425-844-4550 and our office staff will assist you with scheduling.**

If you already had your conference appointment scheduled through one of our staff members, you do not need to complete the scheduling process. You will receive an email confirming the appointment along with the link you will use to attend the conference.

### Directions for scheduling a fall conference:

1. Click on the link:  
<https://outlook.office365.com/owa/calendar/CarnationElementary@rsd407.org/bookings/>
2. Select either K TIGER Fall Conference or 1-5 TIGER Fall Conference
  - You will need to complete steps #2-8 for each child.
3. Select your child's teacher from the "Select staff" drop down menu.
4. Go to the November calendar and select the conference day that works best for you.
5. Select your conference time. (Only the time slots that are still available will be displayed.)
6. Complete the "Add your details" section.
7. Complete the "Provide additional information" section.
8. Complete your appointment by hitting the "Book" button.

Once you have completed the scheduling process, you will receive an email with the date and time along with the link you will use to attend the conference.

You will also receive a reminder notice one day prior to your scheduled conference date. If you are unable to keep your conference appointment, you may go back to the link and cancel your appointment and then book another one.

Please contact your child's teacher or the school office if you have any questions or need assistance.

Warmly,

*Mrs. Bookey*

Terri Bookey