

Dear Lincoln and Willard Families,

There was an error in the earlier message regarding the times available for Parent/Teacher Conferences. The registration dates and process remain the same. This correction involves only the times for Parent/Teacher Conferences.

Parent/Teacher Conferences are starting on **November 5** and extend for 3 days.

The Conference dates are:

Thursday, November 5 - **3:30 p.m. - 7:10 p.m.**

Friday, November 6 – **12:30 p.m. - 3:10 p.m.**

Thursday, November 12 – **3:30 p.m. - 6:50 p.m.**

Parent/Teacher Conference Registration begins on Monday, October 5.

Lincoln and Willard Elementary Schools

Parent/Teacher Conference Online Reservation System

To register, you may click on this link from Monday, October 5 to Tuesday, November 3:

<http://www.virtualparagon.com/d90k4/conference/>
or

- Go to the District 90 webpage - district90.org
- Click on **Grades K-4 Conference Sign-up** (look on the lower right hand side under Quick Links)
- Type School's Master PASSWORD: **d90schools** (it is case sensitive)
- Create a NEW user Name
- Answer all contact information
- Answer all account information
- Click– Create my account
- WAIT
- Make reservations:
- Select all of the teachers you wish to see
- Select your desired time slots
- Click DONE
- You are given a chance to EDIT your reservations.

Print a copy of your reservations (you won't be able to print after 7 p.m. November 3)

Parents' Sign-up:

OPEN: Monday, October 5

CLOSE: Tuesday, November 3 at 7:00 p.m.

Please remember there are computers that you can use at the River Forest Public Library.

Thank you for your ongoing support of District 90's students and programs.

Sincerely,

Dawne Simmons

Communications and Community Outreach Coordinator