

Gilberts Elementary School

Community Unit School District 300
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Gilberts, IL 60136
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Craig Zieleniewski, Principal - Craig.Zieleniewski@d300.org
Jennifer Troy, Assistant Principal – Jennifer.Troy@d300.org

October 27, 2017

Dear Gilberts Elementary Families:

As you may know, parent-teacher conferences will soon be upon us. In order to make the process as smooth as possible, we wanted to provide you with the following information:

- Parent-teacher conferences are scheduled online at <http://ges300.ptcwizard.com/parent> using your Parent Portal username and password
- You have from Monday, October 30th through Friday, November 17th to schedule your conference(s)
- Conferences will occur on **Monday, November 20th** from 11:00 am until 4:00 pm and 5:00 pm until 8:00 pm., and on **Tuesday, November 21st** from 8:00 am until 1:00 pm
- Conferences will last for **20 minutes** each
- Parents can also schedule conferences with specials teachers and support staff (PE, Music, Band, Orchestra, STEM, Art, Ed. Services)
- If you do not have access to the internet, please contact us to schedule a conference

If you have any problems registering from the online directions please contact Mrs. Troy at jennifer.troy@d300.org or (224)484-5904.

We believe that parent-teacher communication plays a vital role in the success of our children. Therefore, we strongly encourage you to participate in conferences and we look forward to seeing you. As always, thank you for your continued support.

Sincerely,

Jennifer Troy