



South Harrison Township Elementary School District

Dr. James J. Lavender
Superintendent of Schools

Dr. Corinne Sannino
Principal/Curriculum Director

December 4, 2020

Dear South Harrison Families:

Parent teacher conferences will be held on Wednesday, December 16. **CONFERENCES WILL BE HELD VIRTUALLY THROUGH ZOOM.** The meeting links will be shared prior to the conferences.

We will be using an online portal to schedule conferences for all grades. For students in preschool to grade 3, conferences are fifteen minutes long. For students in grades 4-6, conferences are eight minutes long for each subject area. Please follow the directions on the back of this letter to access the website to sign up for your conference(s). Parents with multiple children are encouraged to access the link and schedule conferences as soon as possible so that you can coordinate your visit to each of your children's teachers. All parents may schedule a conference with our special area teachers or other specialists during any of the scheduled conference blocks.

While conferences are a great opportunity to check in about your child's progress, they are only **ten to fifteen minutes long and limited time slots are available** – not long enough to tackle complicated problems or questions. Teachers, counselors, and administrators are accessible via phone or email at other times if you would like to have an in-depth conference. Our conference schedule will be as follows on Wednesday, December 16:

- **Morning** **9:30 am – 11:30 pm**
- **Afternoon** **12:15 pm – 2:30 pm**
- **Evening** **6:00 pm – 8:00 pm**

If you **DO NOT** have access to the internet, please contact our main office for assistance.

Thank you and we look forward to seeing you, virtually!

Very truly yours,

Dr. Corinne Sannino, Principal/Curriculum Director

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Directions for Accessing the South Harrison Conference Online Portal

Ten to fifteen minute conferences will be scheduled using an online registration tool – PTCFast. In order to schedule a parent-teacher conference, parents will need to do the following:

- Enter this link in your internet browser: www.ptcfast.com/reg1
- You will be asked for a code for your child's teacher. See codes below.
- Type in the code and you will be asked for your child's name, your name and email address.
- To confirm your identity and email address, PTCFast will send you a confirmation email.
- Click on the link in the email to see a screen showing all available times for your parent-teacher conference. Click on whichever time is most convenient for you.
- If you have multiple children, click on "Add a different student" located along the left sidebar. You will be directed to provide your next child's teacher's code (see codes below). You will now be able to schedule multiple conferences at the same time.
- The system will send you a confirmation email with the date and time you have reserved.
- The system will send you a reminder a few days before your conference.
- A more detailed tutorial is available: <http://tinyurl.com/PTCOnline>



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Teacher Codes:

Grade	Teacher	Code
Pre-K/K	Fretz	D1E1263115
K	Damminger	A781263108
K	McLaughlin	SEW1263104
1/World Cultures	Caltabiano	LWC1263106
1	Devecchio/Pessa	XES1263101
1	Kenderdine	1MP1263107
2	Eschenbach/Derechinsky	8CW1263109
2	LaPalomento	SX11263110
2	Moore	6WS1263245
3	Brown/Sobeck	W9A1263111
3	Henjes	EM31263112
3	Rohe	RHQ1263105
4 ELA	Crouch/Sinor	NBS1356321
5 ELA	Dittert/McCart	C181356323
6 ELA	Ward/Sobeck	7SW1356326
4/5 Math	Tranz	Z1H1356322
5/6 Math	LaMalfa/Sinor	J431356325
4/5/6 Science	Deitz	U8A1356338
4/5/6 Social Studies	Olsen	S3M1356324
Music	Ferez	A0V1356332
Art	Keane	07C1356331
Physical Education	Narcisi	HGV1356328
CST	Danner	BKD1356334
CST	Haslam	8VB1356333
Reading Specialist	Battipaglia	8VB1356333



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