



PULASKI COMMUNITY  
SCHOOL DISTRICT

GLENBROOK ELEMENTARY SCHOOL

October 30, 2020

Dear Glenbrook Families,

Today's letter is to both inform you of upcoming parent/teacher conference dates, as well as to explain how these "virtual" conferences will take place.

Our dates for conferences will be Thursday, November 5 from 3:00-7:00 p.m.. and then again on Tuesday, November 10 from 3:00-7:00 p.m. Families will utilize Skyward as many of you have done in the past to reserve these times. Please note that conferences can also be scheduled with art, music, PE, and Spanish. For library / tech help Mrs. Gee can be contacted from 3:00-7:00 p.m. by going to <https://meet.google.com/> and using the nickname - gbtech.

From here it changes a bit with virtual. After you have reserved your time, the teacher will use your child's email to create a private conference. Your child will get an email with a Google invite to this conference, so please look for this before your scheduled conference. Simply open the email, scroll down a little bit and you'll see "Join with Google Meet". Click on this link to go to the conference during the time slot you selected.

Some final notes, I would leave this email unopened until your conference so it doesn't get lost in your child's inbox and don't worry if you join the Meet a little before your child's teacher. Please give it a minute or two. Should you have any issues logging in or not being able to connect, please contact the Glenbrook office and Mr. Krause or myself will be there to try to assist, afterall, it's a first time for everyone! Again, thank you for all you do to make our school the great place it is.

Sincerely,

*Mr. Sufka*

Kurtis Sufka

*Principal*

[klsufka@pulaskischools.org](mailto:klsufka@pulaskischools.org)

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