



**WASHINGTON
TOWNSHIP**
SCHOOL DISTRICT

BRASS CASTLE SCHOOL
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PORT COLDEN SCHOOL
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Michael J. Neu, PRINCIPAL

October 28, 2020

Dear Parents/Guardians,

As a reminder, virtual Parent Teacher Conferences will take place between Monday, November 2nd through Wednesday, November 4th. Please contact your child(ren)'s teacher if you have not received a confirmation invite with link for your chosen conference date/time.

Conferences will take place via TEAMS, so please view the following link for instructions to join the meeting, if needed: [Joining a MS TEAMS Meeting Instruction Guide](#). Please note, instructions are available for both desktop and mobile devices (mobile device users will need to download the TEAMS app prior to the conference start time).

As always, please feel free to contact your child's teacher or building principal with any questions.

Thank you,

WTSD Administration

