



**WASHINGTON
TOWNSHIP**
SCHOOL DISTRICT

BRASS CASTLE SCHOOL
16 Castle Street
Washington, NJ 07882
908.689.1188
Jessica L. Garcia, PRINCIPAL

**DISTRICT CENTRAL OFFICE
OLD SCHOOLHOUSE**
One East Front Street
Washington, NJ 07882
908.689.1119
Keith T. Neuhs, SUPERINTENDENT

PORT COLDEN SCHOOL
30 Port Colden Road
Washington, NJ 07882
908.689.0681
Jessica K. McDonagh, PRINCIPAL

October 3, 2023

Dear Parents / Guardians:

The Washington Township School District will be sponsoring district-wide parent-teacher conferences between November 6th and November 8th. Parents/guardians will have a choice to have an in-person or a virtual conference. In-person conferences will be held in your student's classroom and virtual conferences will be scheduled via Microsoft TEAMS.

To simplify the scheduling process for a conference, parents will be sent a digital signup (Calendly) on Tuesday, October 10th by the teacher. Parents will be required to select a conference period from the times provided in the Calendly signup sheet. Please note, you will choose whether you would like an in-person or virtual TEAMS conference during the signup process. Please do not forget to choose an option.

A few additional reminders:

- November 6th – November 8th are early dismissal days for students
 - Brass Castle Parent/Guardian Pickup – 12:40pm – 12:50pm
 - Port Colden Parent/Guardian Pickup – 12:55pm – 1:05pm
- November 9th – November 10th schools are closed for New Jersey Education Association (NJEA) Convention

Students do better in school when parents/guardians are involved in their academic experiences. Participating in parent-teacher conferences is a very important way for you to be involved and help your student succeed. You can prepare for a parent-teacher conference by making a list of the questions you want to ask. A prepared parent, with a positive attitude and an open mind, helps to create a successful, year-long partnership with the teacher.

Sincerely,

Keith T. Neuhs
Superintendent