February 4, 2019

Dear Parents,

I hope you have had a good start to 2019! While the new year has only begun, we are halfway through the 2018-19 school year. As a result, February parent/teacher conferences are on the horizon and are scheduled for Friday, February 22 following a half day of school for students (dismissal will be at 10:50 that day).

Teachers have already scheduled appointments with parents of students they'd like to meet with during conferences. Parents who have not been contacted are also invited to schedule a conference with any of their child's teachers.

The window for parents to schedule a February conference is indicated below:
- Scheduling window **is now open.**
- Scheduling window **closes** at 12:00 noon on **Thursday, February 21.**

Scheduling for conferences can be completed online. To schedule a conference, click on **"Conference Scheduler,"** which can be found under "Quick Links" on the left hand side of the Brady Middle School webpage.

At the site you will create an account by providing your email and password. Next, you will input the student's ID, which will be your child's name (FirstLast) and birth date (MM/DD/YYYY). If you have previously used the site, the information will be in the system. Mrs. Regina Carter (216-831-8600 ext. 3612) can provide help, if needed.

In some cases, there may not be slots available that meet your availability; however, all teachers have conference time during the regular school day to meet with parents. Please contact teachers directly to schedule an alternate time to meet with them. Parents may also find it convenient to discuss their child's progress via a phone call or email. Contact information for members of the staff can be found here.

Please contact me if I can be of assistance.

Sincerely,

Brian A. Frank
Principal