

MacMichael, Mary

From: Leon, Marilyn
Sent: Wednesday, March 02, 2016 10:56 AM
To: MacMichael, Mary
Cc: Matthews, Kriston; Mitchell, LaVonya; Velykis, Virginia
Subject: GIS Plans for Change of Parent-Teacher Conference Date

Due to Intermediate School's participation at the March 17 Equity Conference at Glassboro High School and the GIS Parent-Teacher Conferences/Delayed Opening scheduled for March 17, it is necessary for the Intermediate School's Parent Conferences be changed from Thursday March 17 to Friday March 18. In order to accommodate this change our plan is:

- A school messenger to all GIS households informing them of change.
- A message on our March 8 Progress Reports for all families
- It will be posted on our front yard bulletin board
- The change will be announced during am announcements to all students
- Teachers will be informed via e-mail, announcement and next week's faculty meeting

We will also notify:

- The Glassboro Police Department to ensure that crossing guards are in place at the correct times
- The Transportation Department
- The Cafeteria

Thank you.