



September 24, 2018

Dear Elementary School Parents and Guardians,

Parent-Teacher Conferences will take place Thursday, October 4<sup>th</sup> from 4:00-9:00 p.m. and Friday, October 5<sup>th</sup> from 11:00 a.m-7:00 p.m.

The sign up for parent-teacher conferences will be completed online using SignUp.com. Conference sign-ups will be on a first come, first served basis, so be sure to complete the online sign up as soon as possible. To reserve your space, follow these steps:

1. Click on the SignUp link under the Parent tab on [www.crownpointeacademy.org](http://www.crownpointeacademy.org) or enter the following address into your web browser:  
<http://signup.com/go/MP1jwj>
2. Find your student's teacher and click on View under her page.
3. Choose an **available** time slot. The green Sign Up button next to the time slot will let you know what spaces are available. If there is not a green Sign Up button next to the time slot, the space is already filled.
4. Enter and confirm your email address.
5. Enter your name, your phone number, and your child's name.
6. Click Save.
7. If you have more than one child in elementary school, please follow the same steps to sign up any additional children.

If you do not have internet access and are unable to sign up using SignUp.com, please contact your student's teacher for assistance with conference sign ups.

Please feel free to contact me if you have any questions or concerns at (303) 428-1882 ext. 106 or by email at [keith.ouweneel@crownpointeacademy.org](mailto:keith.ouweneel@crownpointeacademy.org).

Sincerely,

Keith Ouweneel  
Director  
Crown Pointe Academy