

Greenfield Community Unit School

District No. 10

Administration Office • 311 Mulberry Street • Greenfield, IL 62044 • (217) 368-2447 • Fax (217) 368-2724

GREENFIELD ELEMENTARY SCHOOL

115 Prairie Street
Greenfield, IL 62044
(217) 368-2551
Fax (217) 368-2232

GREENFIELD HIGH SCHOOL

502 East Street
Greenfield, IL 62044
(217) 368-2219
Fax (217) 368-2230

Dear Parent(s),

Parent/Teacher Conferences will be held October 21 and 22. GHS staff will be available from 3:30-7:00 p.m. We want to be sure that we are able to meet with all parents who would like a conference about their student while also remaining compliant with IDPH and ISBE guidelines. We want to do as many conferences remotely as possible this year. Please see the following for an option that will best meet your needs:

1. Email – a list of teacher email addresses is located on the school website (greenfieldschools.org) under the staff tab. If you feel that an email exchange would adequately address your student's situation, you are encouraged to reach out to teachers in this way.
2. Phone conference – if you would like to have a phone conference with the teacher, please reach out to them through email or call the GHS office (217/368-2219) to notify the teacher. We only have two phone lines, so you may be provided with a number and access code to join a conference call with the teacher. The teacher will set that up with you prior to parent/teacher conference night.
3. Video conference – if you have the capability, the above conference call can be a video conference. You will need a computer that has a camera and microphone. Once again, please reach out to the teacher through email. The teacher will set up this video conference and send you the invitation to join through email.
4. In person conference – while we are trying to limit visitors in the building, we can accommodate a few in person conferences. If you desire to meet a teacher in person, please notify the teacher through email or call the GHS office and we will do our best to make this happen.

Because of the need to set up the various calls, video conferences or in person meetings, we ask that you contact teachers by 3PM on Friday, October 16 to schedule a parent/teacher conference. This opportunity to talk with your student's teacher(s) is an important part of understanding your child's accomplishments and struggles. We truly want to talk with you so please help us do this in an efficient and safe way.

Sincerely,



Beth A. Bettis
GHS Principal