



## WEST LONG BRANCH PUBLIC SCHOOL DISTRICT

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Frank Antonides School ♦ 135 Locust Avenue ♦ West Long Branch, NJ 07764  
Phone: (732) 222-5900 ♦ Fax: (732) 222-8154

February 18, 2021

Dear Parent/Guardian,

In an effort to continue our “Go Green” initiative, I am pleased to inform you that our **virtual** Spring parent-teacher conferences (March 10-11) for grades five through eight will be scheduled through a computer program called SignUpGenius.

The electronic sign up system will be active on **Wednesday, February 24, 2021**. Additionally, the sign up format will be on a first come first serve basis. To schedule a parent-teacher conference, please follow the procedures listed below:

- ❖ Go to the FAS website (<https://www.wlbschools.com/Domain/38>).
- ❖ Click on Conference Sign Ups.
- ❖ Locate your child’s teacher.
- ❖ Select a date, time slot, and hit the yellow Sign Up button.
- ❖ Hit the **Submit and Sign Up** button located on the bottom of the screen.
- ❖ Under My Comment, please enter your **child’s name**.
- ❖ After entering your child’s name, you must fill in your name and email address.
- ❖ If you would like to have email confirmation, check the box.
- ❖ Hit the **Sign Up** button.
- ❖ Once you are registered, the time slot will be shown as occupied, but will **not** show any identifying information to the public.

Please be advised that this electronic sign up procedure may not work successfully on mobile devices such as iPads or Smartphones. Therefore, it is suggested that personal computers be used for the sign up. If you do not have access to a computer, please contact the FAS main office.

Thank you for your continued support of the Frank Antonides School. If you have any questions, please feel free to contact me at (732) 222-5900, Extension 1151.

Sincerely,

*Mrs. Allyson Winter*

Mrs. Allyson Winter  
FAS Principal