

**David R. Cawley Middle School**

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**Matthew Benson, Principal**  
**Karin Rogers, Assistant Principal**

**Lea Maguire, School Counselor**  
**Kimberly Ackles, School Counselor**

October 12, 2021

Dear Parents,

This year, parent/teacher conferences will take place on Thursday, November 4. Parents will have the option to sign up for an in-person or Zoom parent conference.

Parents can sign up for parent conferences with Unified Arts teachers using this [UNIFIED ARTS TEACHERS SIGN UP LINK](#). When signing up for a conference please follow these essential directions:

1. Click "JOIN".
2. Add your full name and email
3. Click on the plus sign to open up the comments box
4. **Please type your child's full name**
5. **Please specify if you want a Zoom or in person conference in the comments box by typing either the word or words "Zoom" or "In Person."**
6. After successfully signing up for a conference you will receive an email from Wejoin, confirming your time slot and containing directions should you need to cancel your conference time.

In addition, the links for all grade levels and Unified Arts team will be posted on the school's website on October 12. If you have any questions please contact your child's homeroom teacher.

Sincerely,

A handwritten signature in black ink that reads "Matthew Benson".

Matthew Benson  
Principal