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## Parent/Teacher Virtual Conference Directions:

**Step 1:** On the sign-up form please find a desired time slot. Time slots that have a signature are already reserved. There is only ONE (1) parent conference per time slot.

**Step 2:** Please make a note of your reserved time slot and email [info@andoveracademy.net](mailto:info@andoveracademy.net) with your student's name, teacher, and your reserved time slot in the subject area – for example *Timothy Jordan Ms. Brittany 10:15am.*

**Step 3:** You will receive a reply from [info@andoveracademy.net](mailto:info@andoveracademy.net) this will serve as your conference confirmation

**Step 4:** Your conference confirmation email will have the information and directions needed to participate in the Parent/Teacher Virtual Conference.

Please be prompt for the virtual conference! Hopefully we can meet in-person soon! Thanks for your patience and understanding.