



Oceanport Board of Education

ADMINISTRATIVE OFFICES • 2 Maple Place • Oceanport, New Jersey 07757

MATTHEW HOWELL
PRINCIPAL

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ACTING ADMINISTRATIVE PRINCIPAL/CSA

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November 2, 2018

Dear Maple Place Educational Community:

I hope this letter finds you well. Our Parent/Teacher conferences will take place from 6:00 – 8:00 p.m. on Wednesday, November 14, and Thursday, November 15. On Friday, November 16, conferences will be held from 1:00 - 3:00 p.m. We will dismiss students at 12:15 p.m. on these three days.

Due to the large number of students our teachers see, scheduling conferences ahead of time is not possible. Conferences will be held on a first come first served basis. If you prefer an alternative arrangement, please email or call your child's teachers to request one of the following convenient options:

- A phone or video conference at a time of your choosing
- A meeting during the course of a school day with the team of teachers
- An email regarding your child's progress

Using one of these alternative options will ensure that you have a productive conversation about your child's progress should the conference times prove inconvenient.

Please feel free to contact me with any questions or concerns. We look forward to working collaboratively to ensure your child's success.

Sincerely,

A handwritten signature in black ink that reads "Matthew S. Howell".

Matthew Howell
Principal