



# WILLIAM S. COHEN SCHOOL

## PRIDE IN EXCELLENCE

304 Garland Street – Bangor, Maine 04401 207-941-6230

Michael H. Missbrenner, Principal  
Zachary Ellis, Assistant Principal/Athletic Director  
Lisa Lower, School Counselor

November 7, 2022

Dear Parents and Guardians,

Parent/Teacher conferences will take place on the following dates:

- Monday, November 21 (8:00 am to 3:00pm and 4:00 pm to 7:00 pm)
- Tuesday, November 22 (8:00 am to 3:00pm and 4:00 pm to 7:00 pm)

**Parent/Teacher Conferences will be in-person this year at the school.** As in years past, we will use the scheduling program PTCfast.com to streamline the scheduling of conferences.

Please use the following link to schedule conferences with the teachers of your choice:

**[https://www.ptcfast.com/schools/William\\_S\\_Cohen\\_School](https://www.ptcfast.com/schools/William_S_Cohen_School)**

PTC Fast, the online scheduler, will send you a confirmation email once you have selected your conferences choices. ***Directions on how to schedule a conference are on the back of this letter.***

If you prefer a different format for your conference, such as Zoom/GoogleMeet, please click the box when scheduling or contact your child's teacher.

We are excited for the return of in-person conferences and look forward to seeing you in the building during the conference days! Please call the school office at 941-6230 with any questions.

Sincerely,

Michael H. Missbrenner  
Principal