

Lisa Frese, Assistant Principal

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October 17, 2024

Dear Parents:

It is soon time to begin scheduling **Parent/Teacher Conferences**. This year all conferences will be conducted in person with an option for virtual conferences offered a portion of one afternoon and a portion of one evening (see conference dates/times below). If you choose a virtual conference, you will receive an email from your teacher with the **Google Meet** invite/link.

We will be using “**My Conference Time**” for scheduling conferences. You will be able to schedule your conferences **beginning October 20, 2024 at 8:00 a.m.** The scheduling portal will **close on November 4, 2024 at 8:00 p.m.** Below are detailed instructions on scheduling conferences and accessing your virtual appointments.

Conference dates are:

- **Evening Conferences:**
 - November 7th: 5:00-6:30 p.m. in-person or **6:30-8:00 p.m. virtual only**
 - November 14th: 5:00-8:00 p.m. in-person only
- **Afternoon Conferences:** (*Early dismissal at 11:05 a.m.*)
 - November 6th: 12:00-3:00 p.m. in-person only
 - November 8th: 12:00-3:00 p.m. in-person only
 - November 15th: 12:00-1:30 p.m. in-person only or **1:30-3:00 p.m. virtual only**

On November 6, 8 and 15, students will be **dismissed at 11:05 a.m.** Regular school lunch will be available on those days.

We are always available to address any concerns and answer questions at any time during the school year. The school counselors are:

Grade 6	Mrs. Stephanie Boatman	sboatman@ridgefieldps.net
Grade 7	Mrs. Elizabeth (Liz) Reynolds	ereynolds@ridgefieldps.net
Grade 8	Mrs. Dominique (Nicki) Smith	dsmith@ridgefieldps.net

Please be aware that the number of conference slots is limited. If you cannot schedule an appointment due to lack of availability, please contact your child’s teacher or counselor directly for assistance in making alternate arrangements. We are looking forward to seeing you and discussing your child’s progress.

If you need further assistance, please contact Patricia Grizzaffi at pgrizzaffi@ridgefieldps.net or 203-894-5725, Ext. 3400.

Sincerely,



Timothy J. Salem, Principal



PARENT/TEACHER CONFERENCE INSTRUCTIONS

Conferences are available on a first come/first serve basis and are being conducted via **10-minute team meetings** consisting of your child's four core teachers (English, Math, Science, Social Studies), as well as Special Education and Specialist teachers. Also, you will have an opportunity to schedule a 5-minute conference with any of your child's "Unified Arts" teachers (i.e., World Language, Art, Health, Family Consumer Science, Physical Education, and Music). **Please note that booking an appointment with the four core teachers is done by choosing the TEAM only. Unified Arts, Special Education, and Specialist teachers are booked by individual name.** Please be sure to make a note of each **day/time that you schedule**. A reminder email will be sent to you prior to your scheduled conference.

To schedule your conference:

1. Go to www.myconferencetime.com/scottsville (**no password necessary**).
2. If you wish to schedule a conference with your child's team, as well as any of the Unified Arts teachers, click on "**Register for Multiple Conferences**" and select who you wish to see. If you only want to see your child's team, click on the **TEAM NAME** when you first access the system and enter your child's name.
3. Select the desired date and time for your conference by clicking on "sign up."
4. Submit the requested information.
5. The selected day and times will then be reserved for you. You will receive email confirmation of your conference.
6. If you have **more than one child attending SRMS**, click on "**Register for Multiple Conferences**" and choose the number of students.
7. The following link also provides helpful information: <https://www.myconferencetime.com/info>

To access your virtual meeting/conference:

You will receive an email from your teacher(s) with the Google Meet invite/link. Just click on the link at the date/time of your conference.

We ask that you be mindful of the time and be respectful of the parent scheduled after you. The teacher will need to end your conference at the appropriate time to allow the next appointment to begin.

Once again, if you are unable to schedule a conference, please reach out to your child's teacher to see about alternate arrangements. If you have questions about the scheduling process, please contact Patricia Grizzaffi at pgrizzaffi@ridgefieldps.net.