

IRWIN ALTMAN MIDDLE SCHOOL 172

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Mr. Jeffrey D. Slivko, Principal

Ms. Mary Tully Alarcon, Assistant Principal

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NEW ONLINE APPOINTMENT SCHEDULING FOR PARENT/TEACHER CONFERENCES

February 13, 2017

Dear MS 172 Families,

In order to provide greater flexibility in scheduling Parent Teacher Conferences with your child's teachers, Middle School 172 will now utilize an easy to use Canyon Creek Online Scheduler available via the internet. Starting on **Monday, February 13th and running until midnight on Wednesday, March 1st**, all parents will have the opportunity to access teachers' conference calendars and schedule convenient conference times by following the directions below.

Parent Teacher Conferences for the spring term are officially scheduled for **Thursday, March 16th from 12:20pm to 2:20pm and 5:00pm to 8:00pm**. These conferences will be 6 minutes in length.

In addition to these times, teachers will be available on the following Tuesdays from **2:30pm to 3:35pm: March 7th, March 14th and March 21st**. These conferences will be 8 minutes in length.

You can access the Online Scheduler from any device with internet access. If you do not have internet access at home or work, we welcome you to come in and use one of our school computers to schedule conference appointments. We also welcome you if you need assistance with the process. Please contact our Parent Coordinator, Debbie Hochrad, to set up a time to access the Online Scheduler. Alternatively, you may access the internet via the computers at your local library.

We strongly recommend that your child accompanies you to each of the scheduled conferences in order to involve all students in conversations regarding their progress in school.

Please be sure to take advantage of this opportunity to efficiently schedule your appointments. Remember, the appointments are available on a first-come, first-serve basis.

Please do not schedule appointments back to back as you will need time to travel between appointments. Should you be unable to arrange a conference with your child's teacher(s) during the timeframe above, please contact them directly to schedule an alternate meeting date and time. Alternate conferences can take place during Parent Engagement Time every Tuesday from 2:20pm-3:00pm

Login Instructions for Parents:

- 1) Online Scheduler Website at tinyurl.com/172PTConferences
(This link is also available on the school's web page at MS172.org.)
- 2) Select *Irwin Altman MS172* and Click "Go".
- 3) Enter the school password: **grizzly172**
- 4) Enter your child's Student ID # (9 Digit OSIS. This # is available when you log into PupilPath).*
- 5) Verify your child's Birthday.
- 6) Choose the teachers with which you want to schedule conferences.
- 7) Choose the conference date(s) and times(s) that are available.

These are interactive links if
you open the letter online
(Ctrl / click)

*If you have more than one child at MS 172, you can schedule conferences for all teachers at the same time.

Remember: Do not schedule appointments back to back. Leave time for travel.

PLEASE NOTE: Conferences are being scheduled on Thursday, March 16 at 6 minute intervals and on Tuesdays, March 7, 14 and 21 at 8 minute intervals. Teachers will adhere to these appointment schedules.

If you are late to an appointment or miss your appointment, you will either have a shortened conference or will have to reschedule for another date and/or time. Teachers will only reschedule on the same day if they have unscheduled time on their appointment schedule.

Sincerely,

Jeffrey D. Slivko
Principal

**Remember to print your
conference schedule.**