

Spaulding School Parent Teacher Conferences

October 29, 2021

Dear Spaulding Parents and Guardians,

We are pleased to return to our in person conferences at Spaulding School. This year conferences will be held on:

11/09/21 Tuesday (Evening)	4:30 - 6:30 p.m.	(Full day of School)
11/10/21 Wednesday (Evening)	5:00 - 7:00 p.m.	(Full day of School).
11/11/21 Thursday (Afternoon)	1:00 - 3:30 p.m.	(Early Dismissal)
11/12/21 Friday (Afternoon)	1:00 - 3:30 p.m.	(Early Dismissal)

Conferences for grades PK-2 are scheduled for fifteen minutes with your child's teacher. We will continue to use the "Pick-A-Time" Program to schedule the virtual appointments for our individual teacher conferences, allowing parents to choose available times using the internet.

Beginning on **Sunday, October 31, 2021 (at 8:00 p.m.)** conferences can be scheduled online through the Spaulding "Pick-A-Time" website. **To make an appointment, parents need to access the following link:**

[Pick A Time Link - November 2021](#)

If you wish to meet with your child's classroom teacher and additional support staff or specials staff, please use the information contained within this email (below) to schedule those meetings.

Directions to Schedule Conference(s) (after you get on "Pick-A-Time" website):

Register (new users):

1. Enter your email address and push "Login/Create Account".
2. Fill in the required fields and register.
3. For each child (for which you are scheduling conferences), enter a student ID (*you can find your child's student ID through the PowerSchool Parent Portal*) and birthdate (*enter the birthdate in the following format mm/dd/yy*).

Sign In:

Once you have registered, all you need to do is enter your email and password. If you have forgotten your password, you can select the "**Forgot Password**" button and a new password will be emailed to you.

Scheduling a Conference:

1. You will only see your child's teacher and all other staff will meet individually. Each colored square represents an available meeting time with the teacher. The legend shows you which teacher corresponds to which color, and the times increase as you go down the page. **Click on a square to book that time.**
2. You will optionally have the choice of setting a time when you would like a reminder email delivered.
3. Click "**Create Appointment**".
4. Repeat these steps until you have a time with each teacher with whom you would like to visit.
 - At any time, you can click on "**printable schedule**" and print the resulting web page to get a hard copy of your schedule. You will also have the option to email yourself a copy of the schedule.
 - Your schedule will include the date and time of your conference, as well as the teacher's name and the room location that you will need to attend the conference.
 - If you want to make changes to your schedule, you can log in at any time with the email address and password you used to create your account.
 - Click on "**Your Schedule**" to display and hide your appointments. There will be links to change the time, or cancel the appointment.

Attending a Conference:

- On the day of your conference(s) please be cognizant of time - as often the conferences are scheduled one right after another.
- All visitors to Spaulding School need to be masked at all times while in the school building.
- Staff will be present to support you in finding your scheduled conference locations.

If you do not have internet access or you experience difficulty scheduling your appointments on-line, you may contact our Main Office for assistance at 860-668-3826.

Sincerely,

Mrs. Olearczyk and Mr. Ferraro