



*Setting a course for excellence*

# EAST ROCKAWAY SCHOOL DISTRICT

*Superintendent of Schools*  
**James DeTommaso**

**Calia Kelly**  
*Principal, Centre Avenue School*  
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October 12, 2023

Dear Families,

This letter provides important information about the November Parent-Teacher conferences. The evening conferences will take place on Thursday, November 2<sup>nd</sup> from 6:30 to 8:30 pm. The date of the November afternoon conferences is Monday, November 6<sup>th</sup> from 3:15-6:15 pm. All conferences are in person. However, if you are unable to make it, please contact your child's classroom teacher.

The length of each conference will be 15 minutes for K-5 parents. Sixth grade parents should schedule a conference with your child's homeroom teacher. Your 15-minute conference slot will be split between the two sixth grade teachers. The first 7 minutes will be with your child's homeroom teacher and then you will switch. Please note that support staff and special area teachers are also available to meet with you. Teachers, support staff, and special area teachers will contact you with how they will hold the conference.

We have contracted with Canyon Creek Software again to provide you with an online registration feature. This technology will allow you to schedule conferences from any computer that is available to you. The back of this letter contains step by step directions and dates for completing the online registration. If you do not have access to a computer, please contact your classroom teacher or call the main office.

This system helps to streamline the scheduling process for all and gives you the ability to meet with additional teachers and staff members, which is highly encouraged.

Sincerely,

<b>November 2<sup>nd</sup></b>	<b>6:30 p.m. – 8:30 p.m.</b>
<b>November 6<sup>th</sup></b>	<b>3:15 p.m. – 6:15 p.m.</b>

Calia Kelly, Principal

(OVER)

Dear Families,

Scheduling Parent/Teacher Conferences at **Centre Avenue School** is completed online. **Starting October 16<sup>th</sup> through October 24<sup>th</sup>**, you will have the opportunity to access our calendar and pick an available time that best fits your schedule. You may use any computer or device to take advantage of this system, as it is an easy and convenient way to make or change your appointments.

The following simple instructions are necessary to help you to select an available time and create an appointment.

#### Step-By-Step Parent/Guardian Instructions

1. Visit the school's homepage ([www.eastrockawayschools.org](http://www.eastrockawayschools.org)) and select the "Online Scheduler" link from the Centre Avenue School webpage.
2. From the Online Scheduler Home Page
  - a. Choose your student's school from the drop down list and click "GO"
  - b. Enter the school password (**Centre –it is not case sensitive**)
  - c. Enter your student's "Student ID". If you do not know their Student ID, use the **LOOKUP STUDENT ID button to access the system.**
  - d. Verify the student's birth date
  - e. A list of your student's teachers will be displayed. Check the box next to the name of each teacher(s) you would like to meet with.
  - f. If you have more than one student in the school you can see all of your students' teachers' schedules at one time by answering YES to this question "**Do you want to schedule conferences for another student?**" then repeat the steps above for your other students. If you only have one student, answer NO to that question.
  - g. You will then see the available time slots for each teacher you selected.
  - h. Select the times that work best for your schedule. Be sure to leave enough time between appointments.
  - i. Enter your email address (recommended) if you would like an email reminder sent to you. (Your email address is kept private.)
  - j. Once you have finished you can confirm your appointment details and print your conference schedule.
  - k. Write down the Confirmation Number (you will need this number to cancel your appointment.)

Need help? Please contact:

Mrs. Garcia at 516-887-8300 press 1, & ext. 223

Sincerely,

Calia Kelly, Principal