



CLAYSBURG-KIMMEL HIGH SCHOOL

531 Bedford Street
Claysburg, PA 16625
Phone (814) 239-5141 • Fax (814) 239-8949
<http://www.ckhsbulldogs.com>

November, 2019

Dear Parents,

You are invited to schedule Parent/Teacher Conferences. Conferences will be held on Tuesday, November 26 and Wednesday, November 27. **Students will be dismissed from school at 11:45 AM on Tuesday, November 26**, and teachers will be available from 1:00 PM until 7:00 PM (with a break for dinner from 3:30 PM-4:30 PM). There is no school on Wednesday, November 27, and conferences will be held from 7:45 AM until 11:30 AM.

You are encouraged to schedule a conference with your child's teacher(s). This year, we are switching to an online scheduling process. On the reverse, and attached to this letter you will find the information needed to schedule conferences. Conferences will be fifteen minutes. You may schedule conferences with as many or as few of your child's teachers as you feel necessary. The scheduling system only allows you to schedule when a teacher has an opening, so scheduling is first come-first served.

We understand this is a new way of scheduling, so please feel free to call me if you have questions.

Sincerely,

A handwritten signature in blue ink, appearing to read 'S.P.', is written over a horizontal line.

Stephen P. Puskar
High School Principal

PARENT – TEACHER CONFERENCES

Tues, 11/26 CONFERENCES AVAILABLE FROM 1:00 – 3:00 & 4:45 – 7:00

Wed, 11/27 CONFERENCES AVAILABLE FROM 7:45 – 11:00

This year Claysburg-Kimmel High School is introducing a new, intuitive, and easy to use online conference scheduler. This allows you to choose your own appointment times with teachers and then receive an email confirming your appointments. We are confident this will be an improvement to the paper system and we welcome your feedback on this new process.

The appointment system can be accessed from Noon on Friday, Nov. 15 until 4:00 PM on Tuesday, Nov. 26.

If you do not have access to the internet, please contact Mr. Puskar at 239-5141 and we will be happy to add appointments on your behalf.

The math teachers will not be available on Wednesday, November 27th from 7:30-10:00.

The following faculty members will not be scheduled through the online scheduler and should be contacted separately: Mr. Carpenter, Mrs. Heckman, Ms. Hinkledire, Mrs. Link and Mrs. Svitana

**PLEASE SIGN UP FOR ONE TIMESLOT FOR EACH CHILD.
TIMESLOTS WILL BE FIRST COME, FIRST SERVED.**

****Your time is valuable. If your child's progress is meeting or exceeding your expectations, you may not feel the need to schedule a conference at this time. Please know that, should things change, you are welcome to request a conference at another point in the school year. In addition, please remember that your child's teachers are always available to provide feedback via email or phone.**

Please visit <https://cksd.meettheteacher.com> to book your appointment(s).

Refer to the attachment to this letter for login instructions.

PLEASE NOTE: To access this scheduling system, you must have an Infinite Campus (gradebook) account. If you do not have one, please create one. You will need to wait 24 hours after creating the account to access the scheduling system. The Student Account will not work for this application, you must have a Parent Account. If you need instructions for creating an account, please have your child see his/her homeroom teacher for an instruction sheet.

All the Best,

Stephen P Puskar
CKHS Principal

GO TO: <https://cksd.meettheteacher.com>

The following screen will appear. Please complete your registration information. Then, select LOG IN. YOU WILL NEED TO COMPLETE A DIFFERENT REGISTRATION FOR EACH INDIVIDUAL CHILD.

Clayburg Kimmel School District

Meet The Teacher

Welcome to the Clayburg-Kimmel School District parent teacher conference system. Appointments can be scheduled via a link from the email confirmation - please ensure your email address is correct.

Your Details

Prefix First Name Last Name

Email Confirm Email

Student's Details

First Name Last Name Date of birth

January 1 2010

Log In

Select a timeframe that works best for your schedule.

Parent teacher conference

Parent teacher conference for November 26 and 27 at CKE

Click a date to continue

Tuesday, November 26th
1:30 pm - 4:30 pm

Tuesday, November 26th
5:30 pm - 8:00 pm

Wednesday, November 27th

I'm unable to attend

Next

Select Booking Method (Manual or Automatic), then select Automatic: The program will pick a time for you Manual: You, the parent, will pick the time



IF YOU SELECTED MANUAL

Choose Teacher. You will have one option to choose: Teacher Name/Class. Then, select



Select a 15 minute timeframe that works before you by clicking on the



Confirm appointment by selecting SAVE. Feel free to add a message for the teacher.

Add Appointment

Confirm appointment with [Teacher Name] at [Time]

Add a message for [Teacher Name]

Save

IF YOU SELECTED AUTOMATIC

Choose a timeframe of availability that you are free to attend a conference.
Select the Teacher "box". Then, select

Generate Appointments

Choose Teachers

Set the earliest and latest times you can attend, select which teachers you'd like to see, and then press the button to continue.

Choose earliest and latest times



Your availability: 1:30 pm - 4:30 pm

[Redacted Teacher Name]

Generate Appointments

A confirmation window will pop up.

Parent teacher conference Tuesday, November 26th
1 appointment from 4:00 pm to 4:15 pm

[Print](#) [Amend Bookings](#) [Subscribe to Calendar](#)

Parent teacher conference for November 26 and 27 at CKE

Teacher	Student	Subject

Regardless of whether you selected MANUAL or AUTOMATIC, a confirmation email will also be sent to the email address you submitted during registration.

You can make changes/delete any scheduled conferences by logging into the program via your registration information and selecting the MY BOOKINGS icon found on the left-hand side of the website.

