

### 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. <u>Students will be dismissed from school at 11:45 AM on Tuesday, November 26</u>, 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,

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 27<sup>th</sup> 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 <a href="https://cksd.meettheteacher.com">https://cksd.meettheteacher.com</a> to book your appointment(s).

Refer to the attachment to this letter for login instructions.

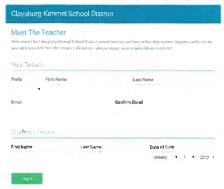
PLEASE NOTE: To access this scheduling system, you must have an Infinite Campus (gradebook) account. If you do not have one, please create one. You will need to wait 24 hours after creating the account to access the scheduling system. The Student Account will not work for this application, you must have 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.



Select a timeframe that works best for your schedule.



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.

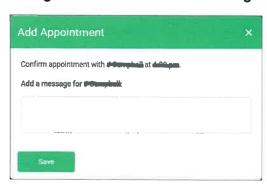
Then, select

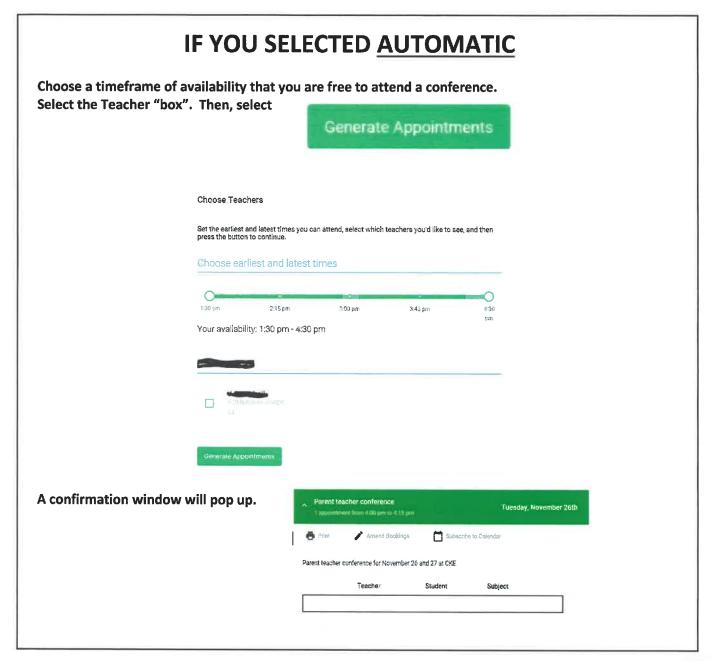
Continue to Book Appointments

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.





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.

