

Dear Parents and Guardians,

The Joyce Middle School piloted a Parent Teacher Conference scheduling program for the term 1 parent teacher conferences for the 7<sup>th</sup> grade. Based on feedback from parents and staff, online schedule capabilities for all core subjects will be available for the February 11<sup>th</sup> parent teacher conference, which runs from 2:30 – 4:30. The appointments will be set up in 4 minute increments. Please do not be offended if a timer goes off. You are always welcome to arrange to meet during the school day for an extended conference with your child's teacher or guidance counselor by calling 781-937-8233. To schedule an appointment online you must have a valid working email address.

**Special area and Special Education Teachers will be utilizing the traditional walk up style conference. Please stop by their rooms and visit with them.**

If you do not want to make an appointment online, but still want to see your child's teachers, you may sign up for an open time slot when you arrive at the school that afternoon or wait until the first come, first served walk-up time, which runs from 4:00 – 4:30.

We feel that this scheduling approach will help alleviate the long waiting periods some parents experience with the traditional first come, first served conferences.

To schedule an appointment you:

1. Log onto <http://www.ptcfast.com/reg1>
2. Enter the code for the teacher you wish to see.
3. Fill out the information and submit.
4. You will then receive an email with a link for you to follow to complete the scheduling process.
5. After selecting a time slot click “done with scheduling appointment. You will be redirected to a page confirming your appointment time. On that page you can schedule an appointment with a different teacher by clicking on “yes I need to register another student” and then entering the code for the teacher you want to meet with.

	<u>Code</u>
Ms. Richardson & Ms. Gosselin – 6 - 1	<b>H276B434</b>
Ms. Johnson & Ms. Marino – 6 - 2	<b>I176O434</b>
Ms. Fedele & Ms. McNamara – 6 - 3	<b>J076P434</b>
Ms. Stepper & Ms. O'Reilly – 6 - 4	<b>K776M434</b>
Ms. Hopkins – Foreign Language	<b>L676N434</b>
Ms. Carreiro – Foreign Language	<b>K470O433</b>

Please make sure you do not schedule two conferences for the same time and leave time in between conferences to travel to the next classroom.

Sincerely,

Thomas J. Qualey - Principal