

**Regional School District 13 Middlefield - Durham**

**FRANK WARD STRONG MIDDLE SCHOOL  
P.O. Box 435, 191 MAIN STREET  
DURHAM, CT 06422**

**Office 349-7222 Guidance 349-7255 Fax 349-7225**

*"Strong Students Shape Tomorrow"*

March 5, 2019

Dear Parent/Guardian,

Our third marking period ends on March 29, 2019 and report cards will be sent home electronically on April 4, 2019. Your student's teachers are preparing for conferences which are scheduled for Wednesday, March 20 (1:00 - 3:00) and 21 (6:00 - 8:00), 2019. Parents will meet with an individual teacher or a representative group from your student's academic team for a ten-minute discussion. Students are encouraged to attend.

For 8th grade students on the **Red Team**, there are two conference times during each ten-minute window. Please select one conference time (per student): **Red Team 1** or **Red Team 2**. You will meet with a representative group of teachers from the team. The team of teachers is as follows:

- **Red Team:** Mrs. Broggi, Mrs. Falvey, Mrs. Penney, Mrs. Sattizahn, and Mrs. Smith.

For 8th grade students on **Green 8**, and all **7th Grade** students, you will select one time with your student's Monday, Period 4 teacher. Please review your student's schedule to make sure you schedule time with the appropriate teacher. You should choose from the following:

- **7th Grade:** Mr. Carcaud, Mrs. DelGREGO, Ms. Leeds, Dr. McCarthy, or Mr. Sinusas.
- **Green 8:** Mrs. Banas, Mrs. Brajczewski, or Ms. Galpin.

World languages, related arts, physical education, and band teachers will not be present at team conferences. However, these teachers will be available on both dates should you wish to schedule a time to meet with one or more of them. Strong School Counselors are also available for conference scheduling.

Should your child be struggling, you are encouraged to set up an appointment. Should the conference times be filled, a plan to accommodate your request will be determined and communicated to you in a timely fashion. If you have already met with your student's teachers, or feel it is not necessary to schedule a conference at this time, please be assured that you are welcome to contact teachers at any time during the school year to discuss your child's progress.

Please see the next page that details how to access the online conference registration. This information can be found at <http://strong.rsd13ct.org/> on both the school homepage and under Guidance. Online registration will be available as of 8:00 AM Wednesday, March 6, 2019 and will close at 3:00 PM on Friday, March 15, 2019. If you have any questions, please call Karen Bransfield at (860) 349-7255.

Sincerely,

Scott D. Sadinsky  
Principal

## My Conference Time

Please follow these directions to sign up for conferences with your child's teachers:

1. Go to the Strong site at [www.myconferencetime.com/strong](http://www.myconferencetime.com/strong). Once conference scheduling is open, a list of Strong teams or teachers will appear on that page.
2. To schedule a conference with a team or a single teacher, click the appropriate name and go to step 4. To schedule conferences with multiple teachers, click the 'Register for Multiple Conferences' link inside the yellow box:
3. In the drop-down, select the number of students for whom you will be scheduling conferences. Click 'Continue'.
4. On the next screen, fill out the fields for the student's first and last name as well as your name. If you do not include your email you will need to save or bookmark your confirmation page to change your conferences later. Scroll to the bottom of the screen and click 'Continue' and repeat this step for additional students.
5. [Skip this step if you are only registering for conferences with one team or teacher.] In the next screen, choose the teachers or teams with whom you would like to schedule conferences. Double-click the names to move them into the right column, or select them and click the right arrow. Click 'Find Schedules with Common Dates'.
6. Click the black button to 'View Conferences for' the desired day.
7. Compare the lists of available times for each teacher. Open slots will empty boxes next to your student's name (or names, if you have more than one). Check the box next to the desired time for each teacher.
8. Scroll to the bottom of the screen and click ('Sign up for Selected Conferences).
9. You will go to the confirmation and review page. If you provided an email address, your conferences will be sent to you. If not, you can just print or save this page for your records.