

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"

October 27, 2017

Dear Parent/Guardian,

Our first academic trimester ends on December 1, 2017 and report cards will be sent home electronically on Friday, December 8, 2017. Your student's teachers are preparing for conferences which are scheduled for Wednesday, November 29 (1:00 - 3:00) and 30 (6:00 - 8:00), 2017. Parents will meet with a representative group from your student's academic team for a ten-minute discussion. Students are encouraged to attend.

On both dates, there are two conference times during each ten-minute window for each of the academic teams - **Blue, Green, Red**. With that in mind, please schedule only one conference time (per student) with your student's academic team. For example, for a given time, select **Blue Team 1 or Blue Team 2**.

All content areas are highly valued at Strong. World languages, related arts, physical education, and band teachers will not be present at team conferences. However, these teachers will be available on November 29 & 30, 2017 should you wish to schedule a time to meet with one or more of them. Guidance staff is 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. Every parent that wishes to meet with his or her student's team will have the opportunity to do so. 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 same 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, November 1, 2017 and will close at 3:00 PM on Friday, November 17, 2017. Should 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. 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 you 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.