

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"

February 23, 2018

Dear Parent/Guardian,

Our second academic trimester ends on March 14, 2018 and report cards will be sent electronically on March 20, 2018. Your student's teachers are preparing for parent conferences scheduled for March 21st (1:00 – 3:00 PM) and 22nd (6:00 – 8:00 PM). Parents will meet with your student's "A" day, period 5 teacher who will share information from all of their team teachers.

Additionally, World Language, Art, Health, Technology Education, Band, and Physical Education teachers will be available to schedule individual conferences through the link below. They will also be available in their rooms on March 21st and 22nd should you wish to speak with them after or before your other scheduled conference. Please know that our chorus teacher can be available as well. Please contact Ms. Schilling (eschilling@rsd13.org) if you would like to schedule a time to meet with her.

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. Students are welcome and encouraged to attend the conference. For purposes of discussing your student's academic performance, **please only register for one, 10 minute conference** with your student's "A" day, period 5 teacher.

To schedule an appointment please visit <http://strong.rsd13ct.org/> and click on the Guidance drop-down along the top banner, or follow the instructions on the following page. Online registration will be available as of 8:00 AM on Monday, February 26th and will close at 3:00 PM on Wednesday, March 14th. Should you have any questions, you may call Karen Bransfield at (860) 349-7255.

Sincerely,

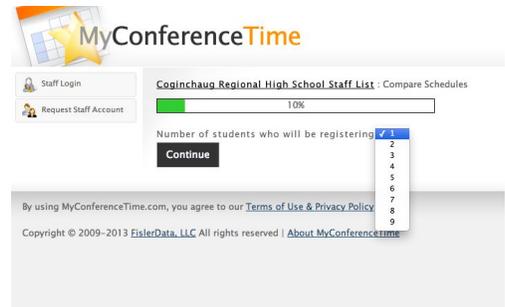


Scott D. Sadinsky
Principal

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. Your phone number and email address are encouraged, but not required, although if you do not include your email you will need to save or bookmark you confirmation page to change your conferences later. Add alternate/additional contact information as needed. Scroll to the bottom of the screen and click 'Continue' and repeat this step for additional students.

A screenshot of the MyConferenceTime website showing a table of available conference times. The table has two columns for teachers: Ms. Ronan and Mr. William Kurtz. Each row represents a time slot with a checkbox for "Dougie".

Ms. Ronan CRHS Afternoon, December 5th, 1-4:10 p.m. Thu, Dec 05, 2013	Mr. William Kurtz CRHS Afternoon, December 5th, 1-4:10 p.m. Thu, Dec 05, 2013
1:00 PM - 1:10 PM 1 Available <input checked="" type="checkbox"/> Dougie	1:00 PM - 1:10 PM 1 Available <input type="checkbox"/> Dougie
1:12 PM - 1:22 PM 1 Available <input type="checkbox"/> Dougie	1:12 PM - 1:22 PM 1 Available <input checked="" type="checkbox"/> Dougie
1:24 PM - 1:34 PM 1 Available <input type="checkbox"/> Dougie	1:24 PM - 1:34 PM 1 Available <input type="checkbox"/> Dougie
1:36 PM - 1:46 PM 1 Available <input type="checkbox"/> Dougie	1:36 PM - 1:46 PM 1 Available <input type="checkbox"/> Dougie

5. 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.

