



# SUFFIELD MIDDLE SCHOOL

350 MOUNTAIN ROAD  
SUFFIELD, CONNECTICUT 06078  
Phone (860) 668-3820  
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DAMON PEARCE, Principal

ASHLEY MOLDEN, Assistant Principal

## Suffield Middle School Parent Teacher Conferences

Student ID: \_\_\_\_\_

October 29, 2015

Dear Parents of: \_\_\_\_\_ Grade: \_\_\_\_\_

Please go to the following site to schedule your parent/ teacher conference for November 18, 19 or 20, 2015. The on-line website will be open from **November 2, 2015** through **November 13, 2015**.

<https://pickatime.com/client?ven=11604066>

Parents have a choice of either afternoon or evening appointments as scheduled below:

11/18/15...Wednesday Afternoon	12:30 - 3:30 PM
11/18/15...Wednesday Evening	6:00 - 8:30 PM
11/19/15...Thursday Afternoon	12:30 - 3:30 PM
11/19/15...Thursday Evening	6:00 - 8:30 PM
11/20/15...Friday Afternoon	12:30 - 3:00 PM

### **Register (new users)**

1. Enter your email address and push "Login/Create Account".
2. Fill in the required fields and register.
3. For each child, enter a student ID (Located on the student schedule, progress report, report card, & top right of this letter) and birthdate (*enter the birthdate in the following format mm/dd/yy*).

### **Sign In**

If you've previously registered, all you need to do is enter your email and password. If you have forgotten your password, you can select the "**Forgot Password**" button and a new password will be emailed to you.

## **Scheduling**

1. Each colored square represents an available meeting time. The legend shows you which teacher corresponds to which color, and the times increase as you go down the page. (**Note:** you will not see all of the teachers at your school, just the set of teachers that your children have classes with. **Click on a square to book that time.**)
2. You will optionally have the choice of setting a time when you would like a reminder email delivered.
3. Click "**Create Appointment**".

Repeat until you have a time with each teacher you'd like to visit with.

- At any time you can click on "**printable schedule**" and print the resulting web page to get a hard copy of your schedule. You will also have the option to email your schedule to yourself.
- If you want to make changes to your schedule, you can log in at any time with the email address and password you used to create your account.
- Click on "**Your Schedule**" to display and hide your appointments. There will be links to change the time, or cancel the appointment.

If you do not have internet access or you experience difficulty scheduling your appointments on-line, you may contact the secretaries in our Main Office for assistance at 860-668-3820.

With Regards,



Damon Pearce  
Principal

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