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BELLPORT MIDDLE SCHOOL
SOUTH COUNTRY CENTRAL SCHOOL DISTRICT



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November 2018

Dear Parents / Guardians,

Bellport Middle School **Parent-Teacher Day Conferences** will be held on **Friday, November 16th, from 8:00 a.m. - 11:00 a.m.**, evening conferences will be held on **Monday, November 19th from 6:00 p.m. – 8:00 p.m.** As you know, a partnership between parents and teachers is crucial to the growth and well-being of every child. These conference times will enable you to discuss your child's progress with his / her subject area teachers.

Once again, we will be utilizing an automated service to afford parents the opportunity to register for conferences at a time that is most convenient to your schedule (first-come, first-serve basis). Please follow the instructions attached to sign up for conferences. **The window to sign-up for conferences will be open from Monday, November 5th to Wednesday, November 14th.**

- Please be aware that teacher conferences are limited to **one** 5-minute conference per child so that teachers may see as many parents as possible throughout the evening.
- As always, conferences may be arranged with specific faculty at any time during the school year via phone, email or pre-arranged meeting.

Please note: a map of Bellport Middle School and a spreadsheet identifying the classroom location of all teachers will be available upon arrival.

Thank you in advance for your continued support and encouragement. I look forward to seeing you at Parent/Teacher Conferences on Friday, November 16th and/or Monday, November 19th.

Sincerely,

Dr. Jamal Colson
Principal

Instructions for Parent/Teacher Conference Sign-up:

Step-By-Step Parent/Guardian Instructions

1. Visit the school’s homepage
<https://www.canyoncreeksoftware.com/scheduler/ny/southcountry/>
and select the Online Scheduler icon/link.
2. From the Online Scheduler Home Page
 - a. Choose your student’s school from the drop down list and click “GO”
 - b. Enter the school password **bellportms**
 - c. Enter your student’s “Student ID”. If you do not know their Student ID, use the LOOKUP STUDENT ID button to access the system.
 - d. Verify the student’s birth date
 - e. A list of your student’s teachers will be displayed. Check the box next to the name of each teacher(s) you would like to meet with.
 - f. If you have more than one student in the school, you can see all of your students’ teachers’ schedules at one time by answering YES to this question “**Do you want to schedule conferences for another student?**” then repeat the steps above for your other students. If you only have one student, answer NO to that question.
 - g. You will then see the available time slots for each teacher you selected.
 - h. Select the times that work best for your schedule.
 - i. Enter your email address (recommended) if you would like an email reminder sent to you. (Your email address is kept private.)
 - j. Once you have finished you can confirm your appointment details and print your conference schedule.
 - k. Write down the Confirmation Number (you will need this number to cancel your appointment)

Need help? Contact the school’s Online Scheduler™ specialist:

Building	Who to Contact	Contact Information	Call between the hours of:
Bellport Middle School	Patty Miller	631 - 730 – 1641	9am – 2pm
	Sonia Euceda (Español)	631 - 730 - 1628	9am - 2pm