

Anthony Cromer, Principal
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46-21 Colden Street, Flushing, NY 11355
Phone: (718) 353-0009
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www.ewsis.org

March 4, 2021

Dear Parent/Guardian:

Our school will be holding **Virtual Parent-Teacher Conferences** on **Thursday March 18th** and **Friday March 19th**.

Parent-Teacher Conferences are an important opportunity for families to meet with teachers to discuss your child's progress, as well as ways to help them improve. Families will be able to book appointments with individual teachers on **Thursday March 18th** from **4:30 PM- 7:00 PM**, and **Friday March 19th** from **12:15 PM- 2:15 PM**. If you are unavailable on those dates, or if the teacher with whom you would like to conference is fully booked, please email the teacher(s) to schedule a conference at a different time.

Booking Appointments with Teachers

We are asking families to use Microsoft Bookings to schedule a 10-minute conference with each teacher of their choice, on the days that are available for their child's grade. To book your appointment:

- 1) [Click Booking Link](#).
- 2) Select one of your child's teachers from the "Select Staff" option. (**DO NOT** select "Anyone.")
- 3) Click one of the times displayed. If there is no available time on March 18/19, please email the teacher(s) to request to schedule a conference.
- 4) Fill in the information on the form and submit.
- 5) Repeat for each teacher with whom you would like to schedule a conference.

Please keep in mind the following:

- In order to accommodate all parents, we must limit conferences to 10 minutes with each teacher.
- Select the name of the teachers that you would like to speak to - **DO NOT** select "anyone"
- Although you are selecting teachers to conference with, for co-taught (more than one teacher) courses, families may be contacted by any teacher of the class.
- While making an appointment, you will be given the choice between a telephone or a video conference. **If you require translation services, please select 'phone conference' so that we can accommodate your language needs.**
- In the event that you are unable to meet during this time or you miss your appointment, please contact your child's teacher directly to set up an alternative time for a conference.

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- If you do not know the names of your child’s teachers, please e-mail Ms. Hu at shu@ewsis.org

[PLEASE CLICK HERE](#) to book Parent-Teacher Conferences

Instructions for Parents

1. [Click Booking Link](#). Click the date for your child’s grade. Choose a teacher from the “Select Staff” list. (DO NOT select “Anyone.”)
2. Click one of the times shown. If there is no available time, please contact your child’s teacher directly to set up an alternative time for a conference.

The screenshot shows a web interface for booking parent-teacher conferences. At the top, a dark blue banner reads "East-West Virtual Parent-Teacher Conferences". Below this, a dark grey box contains the text "Parent-Teacher Conferences March 2021", "15 minutes", and "Free", along with a globe icon and an information icon. The main content area is titled "March 18 with Hu Sue-Jen". It features a calendar for March 2021 with the 18th highlighted in a dark blue circle. To the right of the calendar is a "Select staff (optional)" dropdown menu with "Hu Sue-Jen" selected. Below the calendar and staff selection, there is a grid of time slots: 4:30 pm, 4:45 pm, 5:00 pm, 5:15 pm, 5:30 pm, 5:45 pm, 6:00 pm, 6:15 pm, and 6:30 pm.

3. After you select a teacher, date, and time, scroll down to “Provide additional information.” Enter your child’s name, your name, your contact information, whether you request phone conference or video conference, and your language preference. Click “BOOK.”

If you need to cancel or reschedule, click on the “Cancel” or “Reschedule” buttons on the email confirmation.

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The screenshot shows a booking interface for "East-West Virtual Parent-Teacher Conferences". At the top, it says "Upcoming booking for Adam White". Below that, it lists "Parent-Teacher Conferences March 2021" and "Free". A calendar icon is shown next to the date "Thursday, March 18, 2021" and time "4:30 pm (15 minutes)". A person icon is shown next to the name "Hu Sue-Jen". To the right of the booking details are three buttons: "Reschedule", "Cancel booking", and "New booking". At the bottom, a note states "All times are in (UTC-05:00) Eastern Time (US & Canada)".

4. If you select “**Phone Conference**,” the teacher will call you at the scheduled time. Note that the call may be from a blocked number.

If you select “**Video Conference**,” use the “**Join Your Appointment**” button in the confirmation email. Please click the link for the conference room five minutes before the start of your scheduled conference. The teacher will join you for the conference at the scheduled time.

The notification features a calendar icon at the top. Below it, the text reads "Thursday, March 18, 2021" and "6:45 PM - 7:00 PM (UTC-05:00) Eastern Time (US & Canada)". A prominent blue button with white text says "Join your appointment". Below the button, it says "via Microsoft Teams".