

**Anthony Cromer, Principal**  
Kent Kleiman, *Assistant Principal*  
David Bantz, *Assistant Principal*  
LaToya Patterson, *Assistant Principal*



**46-21 Colden Street, Flushing, NY 11355**  
Phone: (718) 353-0009  
Fax: (718) 353-3772  
www.ewsis.org

March 2, 2021

Dear East-West Parents and Guardians:

As you've seen in the newsletter, our school will be holding **Virtual Parent-Teacher Conferences** on **Wednesday November 10th** and **Friday November 12th**.

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 **Wednesday March 16th** from **4:30 PM- 7:30 PM**, and **Friday March 18th** 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. On March 18th, all students will be dismissed at 11:23 AM.

### **Booking Appointments with Teachers**

We are asking families to use Microsoft Bookings to schedule a 10-minute conference with each teacher that you would like to meet with.

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.
- 4) Fill in the information on the form and submit. Type your email address carefully.
- 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 access your NYC Schools Account or PupilPath account to see a list of your child’s teachers. Your child’s teacher’s names are also listed on the report card that should be arriving home this week.

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

### **Instructions for Parents**

1. [Click Booking Link](#). 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.

East-West School of International Studies

Virtual Parent-Teacher Conference  
15 minutes  
Free

November 10 with Ms. Abraham (ELA 9, ELA 10)

< > November 2021

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27

Select staff (optional)

Ms. Abraham (ELA 9, ELA 10) ▼

4:30 pm	4:45 pm	5:00 pm
5:15 pm	5:30 pm	5:45 pm
6:00 pm	6:15 pm	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.”

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Confirm Parent E-mail Address

nreagan@ewsis.org

Parent Phone Number

718-353-0009

Do you prefer..


Phone conference

Language Preference

English

**Thank you for booking with us!**

You will get a confirmation message in email shortly



OK

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

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.

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# East-West School of International Studies

Upcoming booking for  
Nancy Reagan

## Virtual Parent-Teacher Conference

Free



Wednesday, November 10, 2021  
4:30 pm (15 minutes)



East-West School Online



Ms. Adams (Law, Film Studies, Advisory 10)

Reschedule

Cancel booking

New booking