

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

May 14, 2020

Dear Parent/Guardian:

Our school will be holding **Virtual Parent-Teacher Conferences** from Monday May 18th through Friday May 22.

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 the day assigned to their child’s grade from 9 AM - 11:30 AM, Monday- Thursday. For added convenience we have included conference make-up days. Middle school families can book appointments for grades 6-8 on Thursday from 9 AM - 11:30 AM and all families can book make-up appointments on Friday from 12:15 PM - 2:15 PM. Please review the schedule below.

Schedule

Dates: Monday- Friday May 18-May 22

Monday May 18	Tuesday May 19	Wednesday May 20	Thursday May 21	Friday May 22
* 8th Grade * 12th Grade 9 AM - 11:30 AM	* 7th Grade * 10th Grade 9 AM- 11:30 AM	* 6th Grade * 11th Grade 9 AM - 11:30 AM	* 9th Grade * Make-up Conferences for Grades 6-8 9 AM - 11:30 AM	All Grades Make-up Conferences 12:15 PM- 2:15 PM

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) Click the date for your child’s grade. Select one teacher from the “Select Staff” option. (DO NOT select “Anyone.”)
- 3) Click one of the times displayed. If there is no available time, select a time on the “Make-up Conference” days.
- 4) Fill in the information on the form and submit.

(Detailed instructions, with images, continued on next page)

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Please keep in mind the following:

- In order to accommodate all parents, we must limit conferences to 10 minutes with each teacher.
- Select times with 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, we ask that you select a phone conference so that we may accommodate your language needs.** If you schedule a video conference, this will be done through the Zoom platform.
- If you schedule a video conference, this will be done through Zoom.
- 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.
- If you do now 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, select a time on the “Make-up Conference” day.

The screenshot shows the booking interface for East-West School. At the top, a blue banner reads "East-West School". Below it, a blue box contains the text "Parent-Teacher Conference", "15 minutes", and "Free". The main content area is titled "May 18, 10:45 am with Matthusen Amy (English 11 and AP English)". It features a calendar for May 2020 with the 18th highlighted. To the right, a "Select staff (optional)" dropdown menu is set to "Matthusen Amy (English 11 and AP E...". Below the calendar, a grid of time slots is shown for the 18th: 9:00 am, 9:15 am, 9:30 am, 9:45 am, 10:00 am, 10:15 am, 10:45 am (highlighted in blue), 11:00 am, and 11:15 am.

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3. 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.”

Your Child's Name (First name+LAST NAME) Example: (George WASHINGTON)

Sasha OBAMA

Parent Name (Your Name)

Michelle Obama

Parent E-mail Address

formerfirstlady@mail.com

Parent Phone Number

7183530009

Do you prefer...

Phone conference

Language Preference

English

Get booking confirmation and reminder via text message. Message and data rates may apply.

Book

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

East-West School

Upcoming booking for
Michelle Obama (Test)

Parent-Teacher Conference



Monday, May 18, 2020
10:30 am (15 minutes)



Matthusen Amy (English 11 and AP English)

Reschedule

Cancel booking

New booking

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

If you selected “**Video Conference**,” the teacher will e-mail you an invitation link to a Zoom conference room. Please click the link for the conference room five minutes before the start of your scheduled conference. You will enter a “Waiting Room.” The teacher will join you for the conference at the scheduled time. Note: if the teacher goes to the Zoom conference room but the parent is not there, the teacher will try to call the parent to conduct a phone conference.