

DEER PARK UNION FREE SCHOOL DISTRICT

May Moore Primary School

239 Central Avenue
Deer Park, New York 11729
Main Office: (631) 274-4450 • Fax (631) 242-6575

Alicia Konecny
Principal

Heather Levine
Associate Principal

November, 2017

Dear Parent/Guardian:

Wow, time flies!

Believe it or not, we are almost one third of the way through our school year. To provide greater flexibility in scheduling conferences, we will be utilizing an online scheduling system. Starting on November 20th and running through December 4th, parents will have the opportunity to schedule a convenient conference time on-line. If you have not made an appointment by 12:00p.m. on December 4th, you will be unable to meet with your child's teacher.

In order to conduct Parent-Teacher Conferences in grades Kindergarten through 2 in all of the elementary schools the following schedule has been established:

- Wednesday Evening, December 6th Conference Times: 5:00-8:00p.m.
- Thursday, December 7th Conference Times: 9:00a.m. - 3:20p.m.

Elementary Schools Closed for Parent/Teacher Conferences

- Friday, December 8th Conference Times: 1:30-3:30p.m.

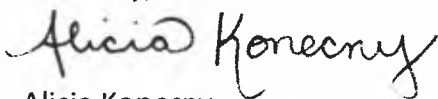
½ Day – Elementary Schools-Early Dismissal – 12:20pm

During the conferences, you will receive and discuss your child's report card.

As this conference is extremely important, I am sure you will make every effort to be present at the time scheduled. Thank you for your continued cooperation and support!

Appointments are available on a first-come first-served basis. The instructions on how to access the system are enclosed with this letter.

Sincerely,



Alicia Konecny
Principal

Canyon Creek Parent Directions



Step-By-Step Parent/Guardian Instructions

1. Go to Canyon Creek Online Scheduler
2. From the Online Scheduler Home Page
 - a. Choose your student's school from the drop down list and click "GO"
 - b. Enter School Code
 - i. Deer Park High School password: DPHS
 - ii. Robert Frost Middle School password: RFMS
 - iii. John F. Kennedy School password: JFK
 - iv. John Q. Adams Primary School password: JQA
 - v. May Moore Primary School password: MM
 - 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:

May Moore Primary School:

Name: Tracy McGarty

Email: mcgarty.t@deerparkschools.org

Phone: 631-274-4460