



DEER PARK UNION FREE SCHOOL DISTRICT

Robert Frost Middle School

450 Half Hollow Road Deer Park, NY 11729

(631) 274-4210 • Fax (631) 242-0035

www.deerparkschools.org

Eliana Levey, Ed. D.
Principal

Jack Bixhorn
James Henry
Associate Principals

February 10, 2020

Dear Parent/Guardian:

Please be advised that Thursday, March 12, 2020, from 5:00 – 8:00 p.m. has been scheduled as **PARENT-TEACHER CONFERENCE NIGHT**.

To provide greater flexibility in scheduling conferences, we will be utilizing an online scheduling system. Starting on March 4th and running through March 11th, parents will have the opportunity to access teachers' calendars and schedule a convenient conference time online. If you have not made an appointment by **11:59 pm** on March 11th, you will be unable to schedule an appointment. All appointments must be scheduled in advance. **Teachers will be unable to accommodate walk-in appointments.**

Individual appointments can be made with your child's teachers. Since there are a limited amount of appointments each teacher has available, you may not be able to see all of your child's teachers on this night. Every effort will be made to accommodate as many parents as we can; therefore, individual conferences will be limited to five minutes. If you need to hold an extended conference, please contact your child's guidance counselor at 631-274-4220 to arrange a team meeting at a time other than this night.

Teachers are asked to conduct conferences in a timely manner in order to allow you travel time from one appointment to another. Therefore, it is imperative that you arrive to your scheduled conference on time and adhere to the five-minute time limit.

Our guidance counselors, social worker and psychologist will be available to meet that evening as well. Please contact the Guidance office to schedule an appointment.

The intent of these conferences is for those parents who feel a significant need to meet with their child's teachers. These conferences are not designed for students to be present. Therefore, we must insist that you do not bring students and/or siblings of students with you on this night.

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

Please contact Ms. Valerio in the Guidance office at 631-274-4220 with any questions.

Sincerely,

A handwritten signature in cursive script, appearing to read "Eliana".

Eliana K. Levey, Ed. D.
Principal

Step-By-Step Parent/Guardian Instructions

1. Visit the Deer Park www.deerparkschools.org website and select the Online Scheduler icon/link on the right hand side of the District Homepage.

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: **RFMS**
 - 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:

Name: Ms. Valerio

E-mail: valerio.m@deerparkschools.org

Phone: 631-274-4220

Paso a Paso Instrucciones

1. Visite la pagina de bienvenida de la escuela www.deerparkschools.org y escoja el icono "Online Scheduler."
2. Desde el "Online Scheduler"
 - a. Escoja la escuela del estudiante de la lista que baja y haga click.
 - b. Ponga la contraseña de la escuela: **RFMS**
 - c. Ponga la identificacion estudiantil (student ID). Si no se la sabe, se le recomienda que usted utilice el botón, "LOOKUP STUDENT ID".
 - d. Verifique la fecha de nacimiento de su estudiante. (si el sistema no lo acepta, pongase en contacto con la escuela a fin de verificar si los registros o archivos nuestros son correctos.)
 - e. Escoja el maestro/la maestro con quien le gustaria juntarse.
 - f. Si Ud. tiene mas de un(a) estudiante en la escuela, podra ver los horarios de los maestros a la vez si escoge "YES" a la pregunta "**Do you want to schedule conferences for another student?**" Si Ud. tiene solo un(a) estudiante, conteste "No" a esa pregunta.
 - g. Ahora Ud. debe ver las horas disponibles.
 - h. Escoje la hora preferida para cada maestro.
 - i. Ponga su correo electronico si le gustaria un recordatorio de la cita.
 - j. Imprimir el horario de la conferencia
 - k. Apunte el numero de confirmacion. Lo necesitara para cancelar o cambiar la cita.

¿Necesita ayuda?

Póngase en contacto con el especialista del ordenador electrónico via Internet de su escuela:

Nombre: Ms. Valerio

Email: valerio.m@deerparkschools.org

Numero Telefónico: 631-274-4220