



# Reading-Fleming Intermediate School

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November 9, 2022

Dear Parents/Guardians,

During the week of December 5<sup>th</sup>, intermediate school parents have the opportunity to meet with their child's teachers for a conference. Although this is a dedicated time during the school year to meet, communication between the home and school should not be limited to one scheduled time during the school year. As a school community, we are committed to reaching out proactively to our parents whenever there is a concern or reason to celebrate. Please do not hesitate to reach out to the appropriate staff member at any time if you have information to share regarding your child or have any questions or concerns.

Conferences at RFIS are optional and are intended to clarify and expand communication between the home and school. This year, all RFIS parents have the option of meeting for in-person conferences or virtually. If you would like your child to participate in any portion or all of the conference, they are welcome to attend. Student participation in conferences ensures they have a voice in discussing the progress of their learning, and empowers them in taking ownership of their learning, setting goals, and staying organized.

The RFIS 2022 conference schedule is as follows:

### 2022 RFIS Conference Schedule

Date	December 5 (Early Dismissal)	December 6 (Early Dismissal)	December 7 (Early Dismissal)	December 8 (Early Dismissal)	December 9 (Early Dismissal)
Time	1:30-4:00 pm	1:30-4:00 pm	5:30-8:00 pm	5:30-8:00 pm	1:30-4:00 pm

We will be using the “**Pick a Time**” online appointment scheduling system. The system will be available for scheduling after 8am on November 11<sup>th</sup>. Specific directions for using this system are attached. **Before you begin the registration/scheduling process on “Pick a Time,” please note the following:**

#### **Information for 6<sup>th</sup> Grade Conferences**

- Sixth grade conferences are scheduled in 20 minute blocks with the full team of teachers. Parents will meet for 5 minutes with each teacher(s) from the following subject areas: Math, Science, Language Arts and Social Studies. You will need to know which team your child is on: 6A, 6B, or 6C. If your child receives instruction in the Resource Center or receives support in Math and/or Language Arts, the Resource Teacher and the Support Teacher are part of the team and will also be present at the conference. You do not need to schedule a separate appointment.
- **When scheduling your appointment, you will be asked if you would like a student-led conference (where your child attends and participates in the conference), and you will be asked if you would like a virtual conference. Please answer in the appropriate box. If the box is blank, we will assume the answer is no.**

### **Information for 5<sup>th</sup> Grade Conferences**

- Fifth grade students have a team of two teachers, each specializing in two subject areas. 5th grade conferences are scheduled in 15 minute blocks. If your child receives instruction in the Resource Center or receives support in Math and/or Language Arts, the Resource Teacher and support teacher are part of the team and will also attend the conference. You do not need to schedule a separate appointment.
- **When scheduling your appointment, you will be asked if you would like a student-led conference (where your child attends and participates in the conference), and you will be asked if you would like a virtual conference. Please answer in the appropriate box. If the box is blank, we will assume the answer is no.**

### **Conference Information for Related Arts and Other Special Areas**

- If you would like a conference with World Language, Stretch (G&T), Music, Physical Education or any other related arts teachers, you will need to know the names of the teachers you would like to conference with. Select the name(s) and follow the procedure as noted above.

Please read and follow the attached instructions carefully. If you have any questions, please contact the main office at 908-284-7507. We are looking forward to seeing you.

Sincerely,



Anthony DeMarco Ed.D.  
Principal, Reading Fleming Intermediate School

## Conference Scheduling Directions

Go to: <https://pickatime.com/rfis/client?event=380257>

**Register: Please note: You will need to register as a new user this year even if you used the system last year.**

1. Enter your email address and click on "Login/Create Account".
2. Fill in the required fields and register.

### **Sign In:**

Once you have registered, enter your email and password. If you forget your password, you can select the Forgot Password button and a new password will be emailed to you.

Before you begin scheduling, please have a list of the teachers with whom you would like to conference.

PLEASE NOTE: If you are requesting a conference with a music teacher, please be aware that your child may have one or more of the following: General Music, Chorus, Guitar or instrumental lessons.

### **Scheduling:**

1. Once you log in, you will see a list of all teachers.
2. **Fifth grade teachers** are listed by last name, together with the partner teacher. For example, if your child has Mrs. Errickson for homeroom and two core subjects, he/she will also have Mr. Lorrington for two core subjects. You will see the teachers listed as "Mr. Lorrington Mrs. Errickson." **Sixth grade teachers** are grouped in teams, 6A, 6B, and 6C. You will not see 6<sup>th</sup> grade team teachers listed individually. Please note: If your child is in a Resource Center or SWS, the Resource Teacher and Support Teacher is part of the team and will attend the conference. You do not need to schedule a separate conference.
3. Next, select the box next to your child's 5<sup>th</sup> grade teachers' names or 6<sup>th</sup> grade team. You will see a schedule of available times for those teachers. Each square represents an available meeting time. The legend shows you which teacher corresponds to which color and the times increase as you go down the page. **Click on your desired appointment time.**
4. You will be prompted to enter the first AND last name of the student. **You will be asked if you would like a student-led conference (where your child attends and participates in the conference), and you will be asked if you would like a virtual conference. Please answer in the appropriate box. If the box is blank, we will assume the answer is no. If you request a virtual conference, a meeting link will be sent to you prior to your appointment date.**

Add this appointment to my calendar

Student Name \*

Would you like a student-led conference? \*

Would like a virtual conference? (If yes, you will receive the meeting link in a separate email.) \*

Required information is indicated by \*

5. The screen will return to the list of teachers. The square for the time you selected will now be black.
6. If you wish to schedule an appointment with more than one teacher, click return and repeat the process until you have a time with each teacher you would like to conference with. Related Arts, Support and other special area teachers will be listed by first and last name.
7. Please note that you are not able to make back-to-back appointments.

8. If you have more than one child and/or are scheduling appointments with more than one teacher, please double check that your times do not overlap, and be sure to build in ample time between appointments in case of delays.

**IMPORTANT NOTE: If you have two or more children at the school with the SAME teacher:**

1. Register / Sign In with one parent's name and email address and register. Schedule the first student's conference time, and log out of the scheduler.
2. Register / Sign In with the second parent's name and email address and register. If you do not have a second email address, simply use the following format: yourfirstname.yourlastname@noemail.com.
3. Schedule the second student's conference time and log out of the scheduler.

**Once you have finished scheduling, you will receive a confirmation email with a table of appointments you have made. If you chose an in-person meeting, please arrive at the room location of your conference approximately 5 minutes prior to your scheduled time. If you choose a virtual conference, you will receive a link by email. Please click this link promptly at your conference time.**

You can click on the "**Printable Schedule**" link located on the top right corner and print the resulting web page to get a hard copy of your schedule. If you want to make changes to your schedule you can click on the "**Your Schedule**" link, OR you can login at any other time with your email and password.

If you have any questions, please email Alicia Dominguez at [alicia.dominguez@frsd.us](mailto:alicia.dominguez@frsd.us)