

Dear Parents,

The online parent/teacher conference scheduler will open on **Friday, October 26th**, and will remain open until **Thursday, November 1st at 11:59PM**. Please follow the instructions below to schedule a conference with your child's teacher(s). **PARENTS OF 5<sup>TH</sup> GRADE STUDENTS, PLEASE SCROLL TO THE BOTTOM OF THIS DOCUMENT TO SEE A SPECIAL NOTE ABOUT 5<sup>TH</sup> GRADE CONFERENCES.** Thank you.

### **Stonybrook School Step-By-Step Parent/Guardian Instructions**

1. Click on or enter the following link:

<https://www.canyoncreeksoftware.com/scheduler/nj/kinnelon/> and select the Online Scheduler icon/link. You can also access this link from the "Parents" drop-down menu on the Stonybrook website.

2. From the Online Scheduler Home Page:

- a. Click "GO"
- b. Enter the school password: stonybrook (not case sensitive)
- c. You will see "Enter Student ID" – Enter your student's ID.
- d. If you do not know/remember the ID, click "LOOK UP STUDENT ID"
- e. Enter your student's name.
- f. Enter your student's birth date.
- g. Your child's teacher(s) will be displayed. Check the box next to the name of each teacher(s) with whom you would like to meet.
- h. If you have more than one student in the school, you can see all the teacher 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.
- i. You will then see the available time slots for each teacher you selected.
- j. Select the time(s) that work(s) best for your schedule.
- k. Enter your email address (recommended) if you would like an email reminder sent to you. (Your email address is kept private.)
- l. Once you have finished, confirm your appointment details and print your conference schedule.
- m. Write down the Confirmation Number (you will need this number to cancel your appointment).

Need help? Contact the school's Online Scheduler™ specialist:

Name: Dawne Kenney

E-mail: KenneyD@kinnelon.org

Phone: 973-838-1881

Dear Parents of Fifth Grade Students,

As you know, your child works with two teachers for his or her core academic subjects, therefore the following parent conference format allows you to meet with both of your child's teachers.

The conference experience differs slightly from what you are accustomed to in third in fourth grade.

### What's the same?

- **You will still be able to sign up for conferences online.** Please review the letter regarding conference sign up.
- **You will still coordinate your conference time with one teacher** (i.e. you will sign up for a conference under the name of your child's homeroom teacher). This is designed to make the process more convenient for you, and to minimize any potential confusion.
- **The timeframe for the general conference schedule remains the same as in previous years.** As in the past, the conference schedule allows for afternoon and evening appointments.

### What's different?

- **During your 15-minute conference block, you will spend half of the time with one teacher, and half of the time with the other.** In past years, we allotted fifteen minutes of conference time for parents and teachers to meet for discussion of each child's performance in school across the subject areas. Though we have increased the number of teachers working with each student, we have maintained consistency in virtually all other areas, meaning that 15 minutes should provide the same level of discussion.
- **All 5<sup>th</sup> grade parents and teachers will meet in the gym.** This will facilitate quick movement from one teacher to the other, which supports the best use of the allotted time. This is also similar to the conference structure you, as parents, will experience at Pearl R. Miller Middle School next year.

We hope you find the fifth-grade conference structure both beneficial and worthwhile. We look forward to seeing you for parent/teacher conferences in November!

Yours truly,

Jodi Mulholland  
Principal

Noreen LaFergola  
Assistant Principal