



Nathaniel Hawthorne Middle School 74

"Soaring from Good to Great and Beyond"

Mr. Anthony Armstrong
Principal

Mr. Brett Cluff, Dr. Paul DeSimone, Mr. Matthew Paolano & Ms. Lisa Perlstein
Assistant Principals

March 11th, 2019

Dear TEAM 74 Families,

In order to provide greater flexibility in scheduling Parent Teacher Conferences with your child's teachers, Middle School 74 utilizes an easy to use Online Scheduler available via the internet. Starting on **Wednesday, March 13th**, continuing until midnight on **Friday, March 22nd**, all parents will have the opportunity to access teachers' calendars and schedule convenient conference times by following the directions below.

Parent Teacher Conferences for the spring term are officially scheduled for **Tuesday, March 26th**, from 12:20 P.M. to 2:20 P.M. and **Wednesday, March 27th**, from 5:00 P.M. to 8:00 P.M. These conferences will be 5 minutes in length. *In addition to that time, teachers are available each Tuesday, from 2:20 pm-3:00 pm during our weekly Family Engagement time.*

We welcome you to come in and use one of our school computers if you do not have internet access at home or work. Please contact our Parent Coordinator, Christine Spagnolo, to set up a time to access the Online Scheduler. Alternatively, you may access the internet via the computers at your local library.

We ask that your child accompanies you at each of the scheduled conferences in order to involve all students in conversations regarding their progress in school.

Please be sure to take advantage of this opportunity to efficiently schedule your appointments. Remember, the appointments are available on a first-come, first-serve basis. *Should you be unable to arrange a conference with your child's teacher(s) during the timeframe above, please contact them directly to schedule an alternate meeting date and time.*

Login Instructions for Parents:

- 1) Online Scheduler Website (link also available on school's website: www.ms74.com):
<https://www.canyoncreeksoftware.com/scheduler/ny/nyc26/index.cfm>
- 2) Select Nathaniel Hawthorne Middle School 74 and Click "Go".
- 3) Enter the school password: TEAM74.
- 4) Enter your child's Student ID # (9 Digit OSIS # available when you log into PupilPath).*
- 5) Verify your child's Birthday.
- 6) Choose the teachers with which you want to schedule conferences.
- 7) Choose the conference date(s) and times(s) that are available.

Respectfully,

Anthony M. Armstrong
Principal

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