

Concord Middle School

Community • Achievement • Lifelong Learning

835 Old Marlboro Road, Concord, MA 01742

Phone: 978.318.1380 FAX: 978.318.1392

<http://cms.colonial.net>

November 14, 2011

Dear Parents and/or Guardians,

Each year we hold a conference day for parents to meet with teachers to discuss student progress. This year our **Parent/Teacher Conference Day** will be held on **Thursday, December 1, from 12:00 p.m. to 7:00 p.m.** with an overflow day held on **Tuesday, December 6, from 1:30 p.m. to 3:00 p.m.** **Seven-minute appointment blocks** have been scheduled throughout each time period.

Please note that it is not possible to provide all families a conference appointment. For sixth grade families, we realize this is a change from elementary school. If things are going well for your son or daughter and you do not have any concerns, you should not feel obligated to come in for a conference. **Additionally, if you have met with teachers previously this school year, please leave conference day slots for those families who have not yet had an opportunity.** Often the best and quickest way to address questions or concerns is with an email or phone call to a teacher. If you would like to meet with teachers, feel free to contact guidance to set up a House meeting or individual appointment any other time throughout the school year. Due to the nature of middle school, a morning House meeting has the added benefit of meeting with several of your child's teachers at once, providing a "whole" picture of his/her experience and progress at school.

We are pleased to be using Conference Manager online scheduling for both Thursday, December 1st, and Tuesday, December 6th.

Instructions for Registering and Scheduling Conferences with Conference Manager

Step 1 – Register with Conference Manager (Any time prior to booking conferences)

A **Parent Account** is required to use the Conference Manager. However, you only need to go through the registration process the first time you use the system. As this is the first time CMS has used Conference Manager, use the link below for your child's building and click the "Register Now" button.

Peabody: <https://cms-peabody.schoolsoft.ca> (DO NOT include "www")

Sanborn: <https://cms-sanborn.schoolsoft.ca> (DO NOT include "www")

Can't remember your password?

Once you have set up a Parent Account, if you don't remember your password, click on the link above, select "Forgot your password" and enter the email address you used to register in the system. You will then receive an email containing instructions for resetting your password. If you do not receive an email, you might have entered an email address the system does not recognize. Please also add appointments@schoolsoft.ca to your address book in your computer mail. This will override any spam filters that might be blocking the email. If the problem persists, please contact Liz Welburn and ask her to access your Parent Account, confirm your email address and reset your password.

Step 2 - Conference Manager Opens to Parents – Thursday, November 17th at 7:00 p.m.

Step 3 – Book your Parent-Teacher conferences

Select the teachers with whom you want to book conferences. You will see each teacher's available slots. After booking your appointments you can print off your schedule. You will also receive an email confirming your bookings. You can log into the system at any time to view your bookings, print, cancel or re-schedule appointments.

If you do not have Internet access, you are welcome to contact the office and we will schedule your conferences on your behalf.

Important Dates:

11/17 – Start scheduling your interviews at 7:00 p.m.

11/28 – Conference Manager closes at 12:00 p.m.

12/1 – Parent Teacher Interviews 12:00 – 7:00 p.m.

12/6 – Parent Teacher Interviews 1:30 -3:00 p.m.

We recommend adding
appointments@schoolsoft.ca
to your address book

We will make every effort to mail first trimester report cards prior to December 1. In the event that you do not receive your child's report card, please stop in at the office for a copy on Conference Day.

If you have any questions or need assistance, please feel free to contact CMS:

Liz Welburn	Interim Head Teacher	lwelburn@colonial.net	x6122
Mary Jo Scheid	Guidance Secretary, Sanborn	mjscheid@colonial.net	x6102
Kerri Martinec	Guidance Secretary, Peabody	kmartinec@colonial.net	x5102

I look forward to seeing you on Conference Day.

Sincerely,

Lynne Beattie, Principal
978.341.2490 x6110
lbeattie@colonial.net