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March 1, 2019

We are excited to announce the continuation of using the electronic Parent-Teacher conference appointment system. To give greater flexibility in scheduling parent-teacher conferences, conference schedules are available via the internet. This will make Parent-Teacher conferences more convenient and alleviate the initial rush and parking outside. We are also increasing the appointment time slots instead of the previous 3 minutes to make the conferences more meaningful and productive. Starting Friday, March 1 @ 7AM, parents will have the opportunity to access their teachers' calendars and schedule a convenient conference time. If needed, computers will be available in the school library for you to book an appointment as a walk-in on the day of the conferences (subject to availability). Below are the available times for the conferences:

Tuesday, March 19 – 2:25-3:00PM (7min conferences)

Tuesday, March 26 –

12:20-2:20PM (6min conferences)

5:00-8:00PM (6min conferences)

Tuesday, April 2 – 2:25-3:00PM (7min conferences)

Tuesday, April 9 – 2:25-3:00PM (7min conferences)

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. We strongly recommend that you make appointments for teachers/subjects that your child may be having difficulty in first. It is also suggested to not make appointments back to back since there is no passing time or gaps between each appointment time. Below is the website and password to gain access:

**<https://www.canyoncreeksoftware.com/scheduler/ny/nyc26/index.cfm>**

**School password: pantherpride (no spaces)**

Sincerely,  
The MS67 Administration Team



(Note: On the back of this page is a step by step instruction guide)





### Step-By-Step Parent/Guardian Instructions

1. Visit the school's homepage or type in the web address on the front page.
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 (**pantherpride**). There are no spaces or capital letters.
  - 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)