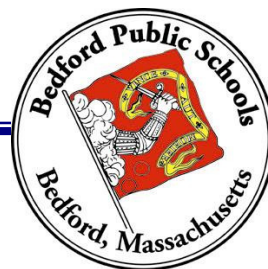


John Glenn Middle School



Mr. Kevin T. Tracey
Mr. Matthew Mehler

Principal
Assistant Principal

99 McMahon Road
Bedford, MA 01730

TEL: 781-275-3201
FAX: 781-275-7632

September 24th, 2014

Dear Parent/Guardian:

Based on constructive parent and teacher feedback regarding the past structure of conferences, we have decided to reform our practices for the better. In short, past practice of parent signups resulted in glowing inequities and frustration. As such, we are pleased to share with you the details and new format of the Parent-Teacher Conferences. For parents who are new to JGMS, the Parent-Teacher conferences are scheduled during one afternoon and one evening in October. This fall these middle school conferences are scheduled for Wednesday, October 15th from 1:00 to 4:40 p.m. and Wednesday, October 29th from 4:00 to 7:00 p.m. You will sign up using an online reservation process outlined below.

The format for our Parent-Teacher Conferences for the academic subjects of English, Science, Math and Social Studies will be team based. This means that you will have the opportunity to meet with all of above teachers simultaneously to discuss your student.

The format for our Parent-Teacher Conferences for all foreign language, special education, guidance, reading, speech, and ELL teachers will be individual. The duration of the all Parent-Teacher conferences is in ten minute timeslots, so punctuality is a necessity. Lastly, all Arts and Wellness teachers will be located in the JGMS cafeteria and parents will not need to reserve a timeslot using the process below.

Please note the following important information:

1. **Beginning at 8:00 AM on October 3rd, you may go to the following website to begin the sign-up process.** There will be a news article with a link to the parent conference sign up system there. The sign up system will close at 12:00 p.m. on Wednesday, October 8th.

<http://www.bedford.k12.ma.us/home/john-glenn-middle-school.html>

2. Use the following login and password:
Username
Password
3. Select Academic Team and the individual teachers that you are interested in seeing.
4. Click the "View Schedule" button.
5. Use the "Date" tab on the top left to choose the conference date of your choice.
6. Click on the word "Available" to select the time you would like to see that teacher.
7. Fill in your child's name in the box and click "yes" to confirm that appointment.
8. Repeat steps 5 through 7 to select your second conference time.
9. Click the button labeled "Summary" at the top to see your schedule. To print a copy of the schedule along with a map – click "Printer Friendly Version With Map."
10. Use the "Help" in the upper right corner for detailed instructions.
11. Be sure to use the Log out link in the upper right when you are done. If you close your web browser without logging out, you will not be able to log back in for 5 minutes.

12. You can return to the system at any time with your username and password to review, reprint, or change your appointments.
13. You may only schedule one appointment with the Academic team for your student. During the actual conference days, you may view any other teacher's schedule, posted outside their room, to determine if they have any available time. You may write your name in any free appointment time.
14. Please remember that conferences are for 10 minutes only. Most teachers will have a full schedule.

Remember that you may use the computers in the JGMS library, the public library or any other computer that has access to the Internet if you do not have a computer at home.

Username for scheduling a conference have been assigned one per student. If you have two children attending JGMS, you will have two usernames to schedule your appointments. Please coordinate appointment times with both parents of each child.

Please feel free to call the main office or your child's guidance counselor if you have any questions.

Sincerely,

Kevin Tracey
Principal

Matthew Mehler
Assistant Principal