

Fall Parent/Teacher Conferences will be held on:

- **Wednesday, October 17, 5:00-8:00 p.m.**
- **Thursday, October 18, 12:30-3:30 p.m.**
- **Thursday, October 18, 5:00-8:00 p.m.**

Boulan Park MS is using an online conference scheduling tool for Parent/Teacher Conferences. This software, *Conference Manager*, will allow you to pick and choose your own schedule for conferences which can make for a better conference experience for all involved. [Mark your calendars as conference sign up will open this Wednesday, October 3, at 6:00 a.m. Sign up will close on Tuesday, October 16, at 12:00 p.m.](#) The final 15 minutes of each session will remain open/unscheduled. Please understand that parents who have signed up have priority for conferences; parents who have not scheduled conference appointments will be seen during the last 15 minutes of each conference session.

In order to create your conference schedule, please do the following:

- Register (free, FERPA compliant) your name, email, and add your child(ren)'s name(s).
- Select only the teachers you want/need to see. (*Note: you do not have to visit all of your child's teachers if it is not necessary*)
- Choose the time slots for your conferences with teachers.

A few tips:

- Keep "travel" time in mind and do not schedule back to back conferences. Allow 5 minutes between time slots. Teachers are in the cafeteria, and even walking from one end to the other will take some time away from your 5-minute conference.
- Please only schedule one conference per teacher/class (unless you have more than one child per teacher or unless your child has the same teacher for ELA 6 & LA 6).
- When signing up, you can add comments/questions that the teacher can see to help guide the conference.
- Need help with directions? Click on the Documentation tab in the upper right-hand corner of the home screen.
- You can always call the office and we will help get you scheduled. A computer is also available to use for conference sign up in the office.

Here is the link: <https://boulanpark.schoolsoft.com/login.jsf>

As most parents walk in to conferences knowing grade performance from Schoology reports, our goal is to *get beyond the gradebook*. Below are examples of questions you might ask to help maximize conference time:

1. How is my child communicating and/or collaborating in class?
2. How does my child interact with peers?
3. How does my child react to challenges?
4. Are there attendance, tardiness or behavior issues?
5. In what way(s) can I help my child with the class?

Parking is limited at Boulan Park. The parking lot at Bemis will be available to BPMS parents as well.

Let me know if you have any questions.

Sincerely,

Tony Morse