

November 5, 2020

Dear Parents and Guardians:

We are looking forward to our upcoming Parent-Teacher Conferences, as we are excited to communicate student progress in all areas at these important meetings. Our conferences are held prior to report card distribution. Report cards will be distributed in early December. All conferences will be held virtually. Teachers will share a Google Meet link and specific directions for joining with families. Our November conferences will be held on the following dates:

<p>-Thursday November 12, 2020 6:00 PM to 7:15 PM - Friday, November 13, 2020 12:45 PM to 3:15 PM - Friday, November 20, 2020 12:45 PM to 3:15 PM</p>
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As in the past, all families will sign up for the Parent Teacher Conferences using Pick-A-Time, a secure online scheduling application. ***This site will be open and available to families beginning November 5, 2020 at 4:00 pm through November 10, 2020 in order to sign up for our conferences.***

The direct link to our online Pick-A-Time scheduling application can be found on the school's website at <https://mis.suffield.org/> or below:

[McAlister Pick A Time Link](#)

Please use the information below to schedule your conference:

Register (new users):

1. Enter your email address and password, and then click "Login/Create Account".
2. Fill in the required fields and click "Register".
3. For each child, enter their **birthdate (use the following format: mm/dd/yy)** and enter their **student ID (you can find your child's student ID through the PowerSchool Parent Website at <https://powerschool.suffield.org/public/>).**

Sign In:

If you have previously registered, all you need to do is enter your email and password. If you have forgotten your password, you can click the "**Forgot Password**" button and a new password will be emailed to you.

Scheduling:

1. Each colored square represents an available meeting time. The legend shows you which teacher corresponds to which color, and the times increase as you go down the page. (**Note:** you will not see all of the teachers at your school, just the teacher(s) that your child has classes with. **Click on a square to book that time.**
2. You will optionally have the choice of setting a time when you would like a reminder email delivered.
3. Click "**Create Appointment**".

Please Note the Following:

- At any time you can click "**printable schedule**" and print the resulting web page to get a hard copy of your schedule. You will also have the option to email your schedule to yourself.
- If you want to make changes to your schedule, you can log in at any time with the email address and password you used to create your account.
- Click "**Your Schedule**" to display and hide your appointments. There will be links to change the time, or cancel the appointment.

Finally, if you do not have internet access or you experience difficulty scheduling your appointments on-line, please contact our Main Office at 860-668-3830 and we will assist you.

Sincerely,

Kris Pryce

Interim Principal

Melissa Todd

Interim Assistant Principal