

# MAZZUCHELLI CATHOLIC MIDDLE SCHOOL

## PARENT-TEACHER CONFERENCE SCHEDULING

Parent-Teacher Conferences are designed for families to meet with the child's mentor and teachers to discuss progress. Much of this information is already available via PowerSchool, the Summit platform, and Google Classroom, so no significant surprises should be anticipated during Conferences.

Conferences this year will take place via Zoom. **Parents should sign up for a 15-minute time slot under their child's mentor's name.** No specific appointments with teachers will be scheduled during the "Office Hours" times. During those times, parents may join the "Waiting Room" for teachers with whom they would like to visit. **Specific Zoom links for each teacher's Mentor sessions and Office Hours will be sent to all families via email on Wed., Oct 21.**

<u>Thurs., Oct. 22</u>	<u>Mon., Oct. 26</u>	<u>Wed., Oct. 28</u>	<u>Thurs., Oct. 29 (morning)</u>
4:00-4:15 Mentor	4:00-6:45 Office Hours	4:00-4:15 Mentor	8:00-8:15 Mentor
4:15-4:30 Mentor	6:45-7:00 Mentor	4:15-4:30 Mentor	8:15-8:30 Mentor
4:30-4:45 Mentor	7:00-7:15 Mentor	4:30-4:45 Mentor	8:30-8:45 Mentor
4:45-5:00 Mentor	7:15-7:30 Mentor	4:45-7:30 Office Hours	8:45-11:00 Office Hours
5:00-5:15 Mentor	7:30-7:45 Mentor	7:30-7:45 Mentor	11:00-11:15 Mentor
5:15-8:00 Office Hours	7:45-8:00 Mentor	7:45-8:00 Mentor	11:15-11:30 Mentor

The instructions below outline the process to follow; if you have any questions or do not have internet access please contact Kelly McDermott in the school office at 582-1198 ext 455 for assistance with scheduling your child(ren)'s conference.

1. Log on to the online conference scheduler by [clicking here](https://www.myschoolsystems.com/holyfamilydbq/Mazzuchelli/conferences.php?where_from=student&language=english) or by copying this URL: [https://www.myschoolsystems.com/holyfamilydbq/Mazzuchelli/conferences.php?where\\_from=student&language=english](https://www.myschoolsystems.com/holyfamilydbq/Mazzuchelli/conferences.php?where_from=student&language=english) and pasting it into your browser
2. Enter your child's first name, last name, and password (child's last name) in the boxes.
3. Click on Login (Once Logged in you will see your child's mentor.)
4. To schedule a conference, click on the "Schedule" button next to the mentor's name.
5. You will see a listing of the dates and times that are available.

## Parent/Student Login

Student's First Name:

Student's Last Name:


Password:   
(School Defined)

**Password is student's last name**

**(please note that student's first and last names must be entered as they appear in PowerSchool)**

Login

Conference Schedule for **Your child's name will appear here**

Teacher	Class	Room	Date	Time	
<b>Mentor's name</b>	<b>Mentoring</b>		---	---	 <input type="button" value="Schedule"/>

Correct or Enter your Email Address to receive a reminder of your appointment  
(separate email addresses by a space, a comma, or semi-colon):

Submit Email Address

**Enter an e-mail address if you would like a reminder sent to you.**

**(NOTE: email reminders are sent the day of your child's conference)**