

Milford Public School

7 Hillside Avenue
Milford, New Jersey 08848
Phone: 908-995-4349
Fax: 908-995-4310

Dr. Rick Falkenstein
Superintendent

Mike Hesington
Interim Principal

Heidi Gara
Business Administrator

November 7, 2018

Dear Parents/Guardians,

It was very nice to see many of you here to join us for the Halloween Parade and classroom parties last week. The support you show your children is much appreciated by them and all of us here at Milford Public School. Please be reminded that school will closed this Thursday and Friday, November 8th and 9th, for the NJEA Teacher's Convention.

Parent/Teacher Conferences will be held the week of Thanksgiving. We have an early dismissal all three days that week on November 19th, 20th, and 21st. Monday the 19th is the first day of conferences and these will take place in the evening from 4:00 pm to 8:00 pm. On Tuesday, November 20th the conferences are held in the afternoon from 1:00 pm to 5:00pm. We will once again use our online scheduling system, as it is user-friendly and has worked well. We are hopeful that all of you will schedule electronically directly on the teacher's conference calendar. Please be reminded to have the clock on your computer set to Eastern Standard Time. I have attached specific directions on how to go right on the teacher's calendar and book your conferences. Those of you who have multiple children in the school may want to choose your time slots as soon as possible. If you are having difficulty in accessing or setting up your appointments, please feel free to call me and I will be happy to assist you.

From all of us here at Milford Public School, we would also like to wish you and your families a safe and healthy holiday this coming Thanksgiving.

Sincerely,



Michael J. Hesington
Interim Principal

HOW TO MAKE AN APPOINTMENT

1. Visit the link for appointments that has been shared with you.
2. Once the faculty member's calendar is open, it will open to today's date, so you will need to navigate to the **Parent/Teacher Conference date** to get to the conference day/night. You can click the left and right arrows at the top of the calendar to move backwards and forwards through the weeks.
3. When you navigate to the conference day, you will see a **series of appointment slot blocks** with the teacher's name on them.
4. If you **hover your mouse** over an appointment slot you will get a **pop-up indicating the start and stop time** for that slot.
5. Once you find a slot you wish to book, simply click on the slot.
6. **SAVE YOUR APPOINTMENT SLOT AFTER YOU SELECTED IT.**
7. As other parents choose available appointment slots, the **slots will get removed** from the calendar, so you may see several holes in the schedule. Conference slots are **booked first-come, first-served.**
8. **NOTE:** To cancel your appointment, go to **YOUR CALENDAR**, and change the status of your request.