



# Akron Central School District

## In Pursuit of Excellence

Patrick D. McCabe  
Superintendent of Schools

Hello Akron Parents and Families,

In light of maintaining the safest environment for all we will conduct Parent-Teacher Conferences virtually this year. The following instructions will provide a guide for you for the process to sign-up for a conference appointment at your convenience, as well as how to access the actual conference on the day and time scheduled. (All information will be also be linked to our webpage at [www.akronschools.org/PTConf](http://www.akronschools.org/PTConf)).

### INSTRUCTIONS TO SIGN UP FOR YOUR CONFERENCE(S)

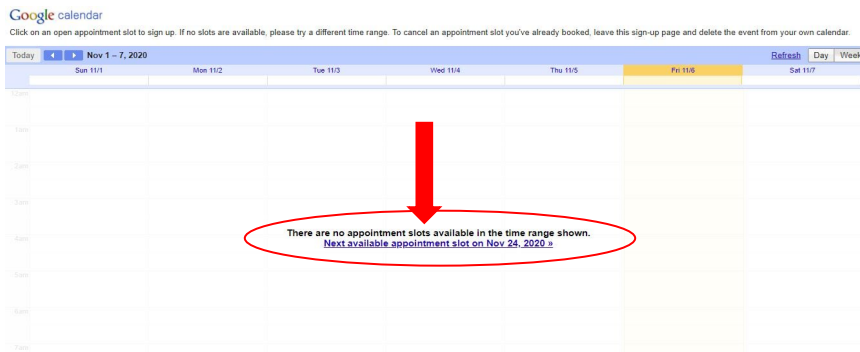
1. You will need to use your own personal Gmail account or your child's school email account to schedule your Google Meet virtual conference. [If wish to create your own Gmail account you can sign-up for one following the directions listed in this link.](#)
2. Click on the building conference link below (Elementary, Middle, or High School), then select the desired teacher's (or team's) name and the link to sign up for Parent-Teacher Conferences.

[To access Elementary School Parent-Teacher Conference sign-ups, click here.](#)

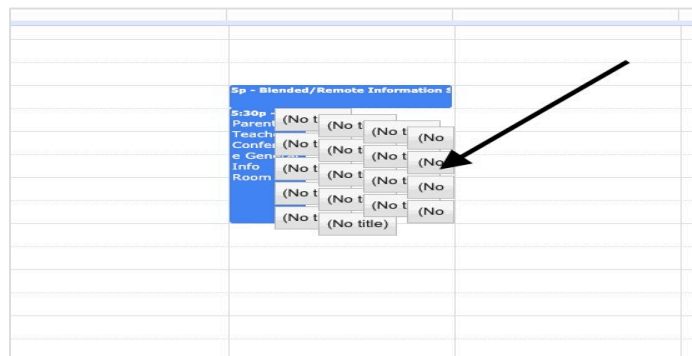
[To access Middle School Parent-Teacher Conference sign-ups, click here.](#)

[To access High School Parent-Teacher Conference sign-ups, click here.](#)

3. You will be brought to a Google Calendar. On the calendar, click in the middle of the page to go directly to the date, November 24th



4. Then click on an appointment time that works for you
  - Note: Scroll up to see time slots for November 25th

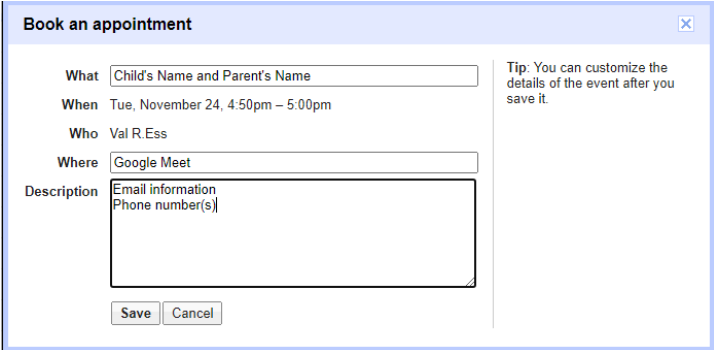


4. A “Book an appointment” box will pop up

● **Please fill in the fields:**

- **What:** Type in your student’s name and parent name,
- **Where:** Type in Meet
- **Description:** Type in your gmail (or child’s school email account you plan to use) and phone number.

Click “Save” to complete your booking.



**INSTRUCTIONS TO ACCESS THE GOOGLE MEET CONFERENCE**

5. As a reminder, you will need to use your own personal Gmail account or your child’s school email account to join the Google Meet virtual conference. (You can use your child’s Chromebook). To access a Google Meet, follow these steps:

**If you would like to join from your Google Calendar:**

1. In Google Calendar, click the event you want to join.
2. Click Join with Google Meet
3. In the window that opens, click Join Now.

**To access from your Gmail or child’s Akron e-mail:**

1. Open Gmail.
2. Open the Invitation in your e-mail, click on “Join with Google Meet”
3. In the window that opens, click Join Now.

6. If you do not have the ability to access (or poor internet service) the link for setting up a conference or to attend the conference through a Google Meet, you can contact the main office of your child’s building and schedule a phone conference for any available time slot.

If you are unsure of the names of your child’s teachers, please refer to their report card or schedule. Time slots for the Elementary and Middle School are set for 15 minutes each. For High School, time slots for conferences are set for 10 minutes each. Please understand that in an effort to include as many parents as possible, the scheduled times must be limited. Be sure to have your microphone and camera on (allowed).

Confidentiality is of great importance to us. We ask that unless a teacher agrees, students or other individuals aside from parents or guardians not be present for the meetings. This will allow the meeting to remain focused on the student’s progress.

We value our partnership with you and look forward to the opportunity to meet with you virtually. Please contact your child’s office with any questions you may have.

Sincerely,

***The Akron Schools Building Principals***

Todd Esposito, Elementary School Principal

Joseph Caprio, Middle School Principal

Stephen Dimitroff, High School Principal

Caroline Kos, Elementary, Middle, and High School Assistant Principal