



AKRON CENTRAL SCHOOL DISTRICT

In Pursuit of Excellence

Hello/ Nya:wëh sgë:nö' Akron Parents and Families,

For the February 2024 Parent-Teacher Conferences, we will be offering both in-person and virtual conference opportunities for all parents. Please see important information below on the format of Parent-Teacher Conferences in each building. All information will be linked to our webpage at www.akronschools.org/PTConf. **The deadline for signing up for conference slots will be Monday, February 12, 2024, at 3:00 PM.**

High School

In the High School, parents are invited to attend **IN-PERSON** conferences ONLY on the evening of **Thursday, February 15th, from 4:30 pm to 7:30 pm**. There is no sign up procedure for this. The links below will provide directions for high school parents attending conferences in-person on Thursday.

- [High School In-Person Conference Information](#)
- [In-Person Teacher Locations](#)

Conferences held on Friday, February 16th will be **IN-PERSON from 8-9:30am** and are **VIRTUAL ONLY from 9:30-11:30am** and require a Google Meet appointment; virtual conferences will be 10 minutes in length. [Please use the instructions in this link to sign up for a time slot with your child's teacher \(s\).](#)

Middle School

In the Middle School, parents are invited to attend **IN-PERSON** conferences ONLY on the evening of **Thursday, February 15th, from 4:30pm to 7:30pm**. 6th, 7th, and 8th grade level teachers, as well as special area teachers, will be available in their classrooms; conferences will be 10 minutes in length. There is no sign up procedure for this.

- [Middle School In-Person Conference Locations](#)

Conferences held on Friday, February 16th will be **IN-PERSON** from 8-9:30am and are **VIRTUAL ONLY from 9:30 am-11:30 am** using Google Meet. 6th, 7th, and 8th grade level teachers will meet virtually as teams with parents; grade level team conferences will be 15 minutes in length. Individual virtual conferences will be 10 minutes in length. [Please use the instructions in this link to sign up for a time slot with your child's grade level team teachers.](#)

INSTRUCTIONS TO SIGN UP FOR YOUR VIRTUAL CONFERENCE(S)

Virtual Conferences will be held on Friday in the Middle and High School.

1. You will need to use your own personal gmail account to schedule your Google Meet virtual conference. [If you wish to create your own gmail account you can sign-up for one following the directions listed in this link.](#)
2. You will be brought to a Google Calendar. On the calendar, click in the middle of the page to go directly to the date, **February 16, 2024**



3. Then click on an appointment time that works for you
 - Note: Scroll up to see time slots for February 16th
4. A “Book an appointment” box will pop up

A screenshot of the "Book an appointment" form. It features a table titled "Sp - Blended/Remote Information 2" with columns for "Teacher", "Parent", "Conf", "Info", and "Room". Each column contains a grid of buttons, many of which are labeled "(No title)". A black arrow points to the table.

- Please fill in the fields:
 - **What:** Type in your student's FULL name (first and last) and FULL parent name
 - **Where:** Type in Meet
 - **Description:** Type in your gmail and phone number. You must also include your child's name.

Click “Save” to complete your booking.

A screenshot of the "Book an appointment" form. It has fields for "What" (Child's Name and Parent's Name), "When" (Tue, November 24, 4:50pm – 5:00pm), "Who" (Val R. Ess), "Where" (Google Meet), and "Description" (Email information, Phone number(s)). There are "Save" and "Cancel" buttons at the bottom. A tip on the right says: "Tip: You can customize the details of the event after you save it."

INSTRUCTIONS TO ACCESS THE GOOGLE MEET CONFERENCE

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.

If you are unsure of the names of your child’s teachers, please refer to their report card or schedule. Time slots for the 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. If you are attending the conference via Google Meet, 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 or in-person. Please contact your child’s office with any questions you may have.

Sincerely,

Steven Dimitroff, Akron High School Principal

Joseph Caprio III, Akron Middle School Principal

Mary Fial, Akron Middle and High School Assistant Principal