

Akron Elementary School

47 Bloomingdale Ave. Akron, NY, 14001

Todd K. Esposito, Principal Caroline E. Kos, Assistant Principal

Dear Akron Elementary Parents and Families,

For the February Parent-Teacher Conferences at Akron Elementary, we will be offering both in-person and virtual conference opportunities for all parents. All information will be linked to our webpage at www.akronschools.org. The deadline for signing up for conference slots will be Monday, February 12, 2024, at 3:00 PM.

The Elementary School will be offering primarily in-person conferences on both Thursday evening and Friday morning. February conferences are typically on an as needed basis only. Your child's teacher will be reaching out to you should a conference be requested. Additionally, each teacher has selected two hours of virtual slots if a parent or guardian would prefer a virtual conference. Please remember that we are here to help you. If you need assistance signing up for either type of conference, we strongly encourage you to call the Elementary Office at (716) 542-5050 and someone will be more than happy to assist you.

To sign up for either an in-person or virtual conference, please click here.

In-Person Conferences:

If a parent chooses to sign up for an in-person conference, please click on the link next to your child's teacher's name entitled "In-Person Sign Up Link". Please be sure to select only an open time slot. Enter your name and the student's name. You will see there is time blocked out for virtual conferences as well.

2/15/24	Time	Parent Name	Student Name

Virtual Conferences:

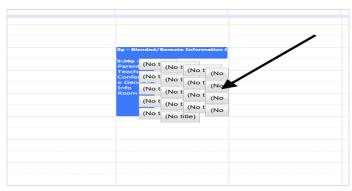
Each teacher has selected two hours of virtual conferences. You will see their times indicated using the links above. To set up a virtual conference:

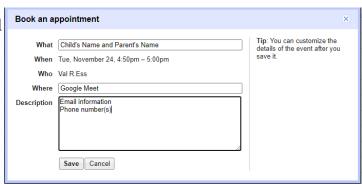
- To set up a virtual conference, you will need to use your own personal gmail account or your child's school email account to schedule your Google Meet virtual conference. <u>If</u> you wish to create your own gmail account you can sign-up for one following the directions listed in this link.
- 2. You will be brought to a Google Calendar. On the calendar, click in the middle of the page to go directly to the date, **February 15th or 16th.**



- 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
 - 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 VIRTUAL 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.
- 4. Please be sure to "allow" you camera and microphone to be turned on.

If you are unsure of the names of your child's teachers, please refer to their report card or schedule. Time slots for both in-person conferences are set for 15 minutes each. 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 in your child's education and look forward to the opportunity to meet with you soon. As always, please do not hesitate to contact either of us at any time.

Sincerely,

Todd K. Esposito

Elementary Principal

Caroline E. Kos

Elementary Assistant Principal