



Edmund W. Miles Middle School
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Mr. Earl Mitchell, *Principal*
Ms. Lurdez Berrios, *Assistant Principal*
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November 9, 2020

Dear Parents/Guardians:

Our Parent-Teacher Conferences will be held virtually on Thursday, November 19th from 6:30 pm to 8:30 pm. We will set up appointments by utilizing the teacher's Google Classroom and the teacher's email. Instructions are listed below for how to set up an appointment for the specific teachers you would like to conference with. Please keep in mind that we have limited appointments and they will fill up fast. Please be on time for each of your appointments, and standby until you are granted access by the teacher. As a kind reminder, please respect the five-minute time allotted for each meeting.

Scheduling of Conference Instructions

- Check your child's Google Classroom for an available 5 minute conference time slot.
- When you have chosen one, please email the teacher through your child's Google Classroom
- Teachers will confirm your appointment through your child's email. If there is a conflict the teacher will notify you.

Logging onto Parent-Teacher Conference

- Sign in to your child's Google Account
- Go to meet.google.com
- Click "Join or start a meeting" for each conference
- Please enter the Google Meet at the time of your scheduled conference
- Enter the following "nickname" for each conference.
 - Teacher last name, followed by MilesPTC (example: BuckleyMilesPTC)
 - *****Please Note*****
 - Use MeMartinMilesPTC for Mrs. Megan Martin,
 - Use MoMartinMilesPTC for Mrs. Monica Martin
 - Use JaKatsigiorgisMilesPTC for Mrs. Janine Katsigiorgis
 - Use JoKatsigiorgisMilesPTC for Mr. John Katsigiorgis

Best Regards,

Earl Mitchell, Principal