

David Bantz, Principal, I.A.
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46-21 Colden Street, Flushing, NY 11355
Phone: (718) 353-0009
Fax: (718) 353-3772
www.ewsis.org

March 12, 2025

Dear East-West Parents and Guardians:

As previously announced, our school will be holding **Virtual Parent-Teacher Conferences** on **Thursday, March 20th and Friday, March 21st.**

Parent-Teacher Conferences are an important opportunity for families to meet with teachers to discuss your child's progress, as well as ways to help them improve. Families will be able to book appointments with individual teachers on **Thursday, March 20th from 4:30 PM – 7:30 PM and Friday, March 21nd from 12:15 PM – 2:15 PM.** If you are unavailable on those dates, or if the teacher with whom you would like to conference is fully booked, please email the teacher(s) to schedule a conference at a different time.

Booking Appointments with Teachers

We are asking families to use Microsoft Bookings to schedule a 10-minute conference with each teacher that you would like to meet with.

To book your appointment:

- 1) [Click Booking Link](#)
- 2) Select one of your child's teachers from the "Select Staff" option. **(DO NOT select "Anyone.")**
- 3) Click one of the times displayed.
- 4) Fill in the information on the form and submit. Type your email address carefully.
- 5) Repeat for each teacher with whom you would like to schedule a conference.

Please keep in mind the following:

- In order to accommodate all parents, we must limit conferences to 10 minutes with each teacher.
- Select the name of the teachers that you would like to speak to - **DO NOT select "anyone"**
- Although you are selecting teachers to conference with, for co-taught (more than one teacher) courses, families may be contacted by any teacher of the class.
- While making an appointment, you will be given the choice between a telephone or a video conference. **If you require translation services, please select 'phone conference' so that we can accommodate your language needs.**
- In the event that you are unable to meet during this time or you miss your appointment, please contact your child's teacher directly to set up an alternative time for a conference.

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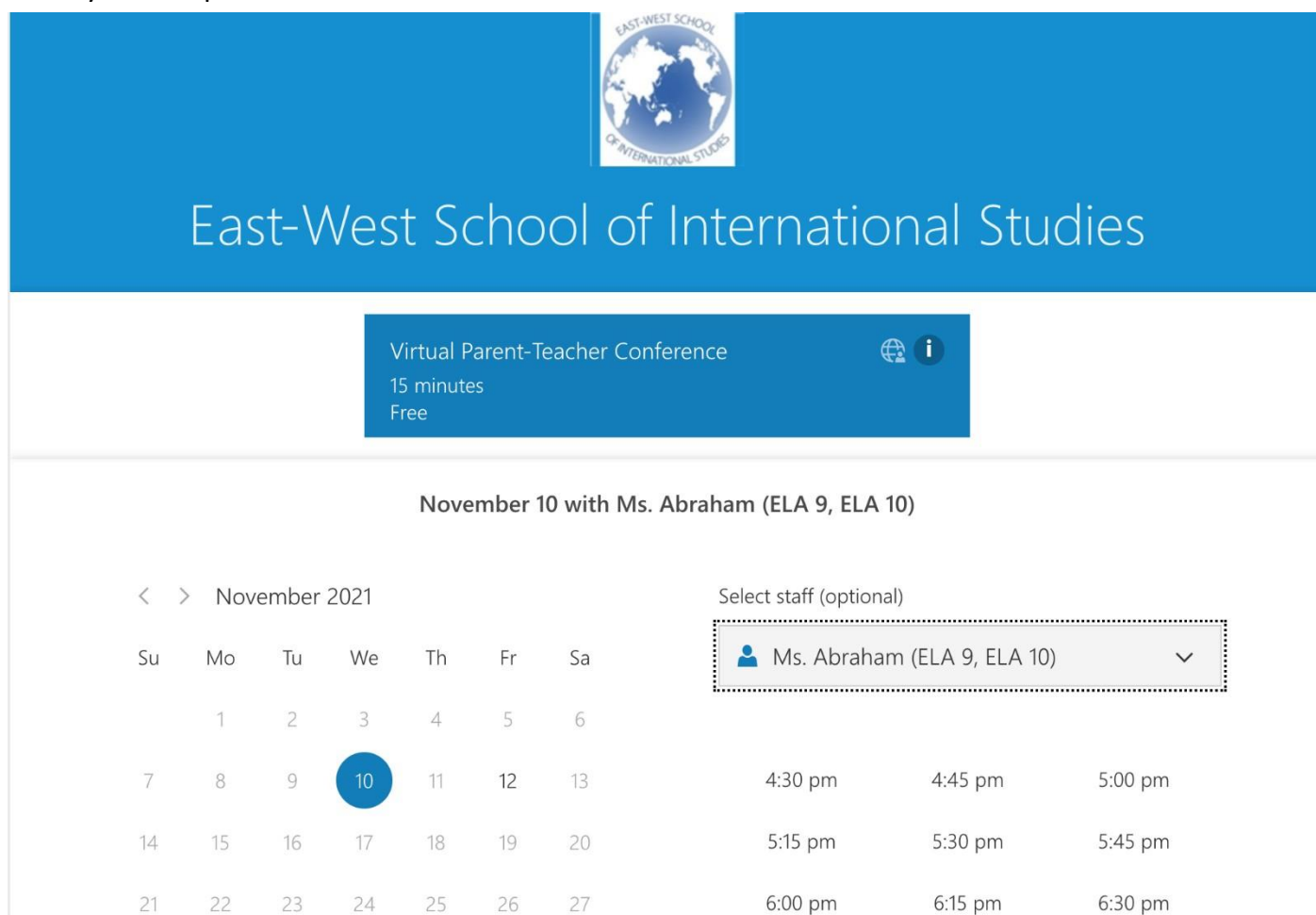
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- If you do not know the names of your child’s teachers, please access your NYC Schools Account or Jupiter account to see a list of your child’s teachers. Your child’s teacher’s names are also listed on the report card that should be arriving home this week.

[PLEASE CLICK HERE](#) to book Parent-Teacher Conferences

Instructions for Parents

1. [Click Booking Link](#). Choose a teacher from the “Select Staff” list. (DO NOT select “Anyone.”)
2. Click one of the times shown. If there is no available time, please contact your child’s teacher directly to set up an alternative time for a conference.



The screenshot shows the booking interface for a virtual parent-teacher conference. At the top, there is a blue header with the school's logo and name: "East-West School of International Studies". Below the header, a blue box contains the text "Virtual Parent-Teacher Conference", "15 minutes", and "Free", along with a globe icon and an information icon. The main content area is titled "November 10 with Ms. Abraham (ELA 9, ELA 10)". It features a calendar for November 2021 with the 10th highlighted in blue. To the right of the calendar is a "Select staff (optional)" dropdown menu with "Ms. Abraham (ELA 9, ELA 10)" selected. Below the calendar, there is a table of available times for the selected date and staff member.

Time	4:30 pm	4:45 pm	5:00 pm
7			
14	5:15 pm	5:30 pm	5:45 pm
21	6:00 pm	6:15 pm	6:30 pm

3. After you select a teacher, date, and time, scroll down to “Provide additional information.” Enter your child’s name, your name, your contact information, whether you request phone conference or video conference, and your language preference. Click “BOOK.”

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A screenshot of a web form for booking a conference. The form has several input fields: "Confirm Parent E-mail Address" with the value "nreagan@ewsis.org", "Parent Phone Number" with the value "718-353-0009", "Do you prefer.." with a dropdown menu showing "Phone conference", and "Language Preference" with a dropdown menu showing "English". A white modal dialog box is overlaid on the form, containing the text "Thank you for booking with us!" and "You will get a confirmation message in email shortly". Below the text is a blue circular icon with a white envelope symbol. At the bottom of the modal is a blue button labeled "OK".

If you need to cancel or reschedule, click on the “Cancel” or “Reschedule” buttons on the email confirmation.

4. If you select “**Phone Conference**,” the teacher will call you at the scheduled time. Note that the call may be from a blocked number.

If you select “**Video Conference**,” use the “**Join Your Appointment**” button in the confirmation email. Please click the link for the conference room five minutes before the start of your scheduled conference. The teacher will join you for the conference at the scheduled time.

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East-West School of International Studies

Upcoming booking for
Nancy Reagan

Virtual Parent-Teacher Conference

Free



Wednesday, November 10, 2021
4:30 pm (15 minutes)



East-West School Online



Ms. Adams (Law, Film Studies, Advisory 10)

Reschedule

Cancel booking

New booking