



DEER PARK UNION FREE SCHOOL DISTRICT

John F. Kennedy Intermediate School

101 Lake Avenue
Deer Park, New York 11729

Main Office: (631) 274-4310 • Fax (631) 274-4301

Kelly Benson
Principal

Jenny Dixon
Shaun McLeod
Associate Principals

November 13, 2024

Dear Parent/Guardian,

Wow, time flies! It's hard to believe it is already time for Parent-Teacher Conferences. To provide greater flexibility in scheduling conferences, we will be utilizing Parent Square. Starting on November 18th and running through November 25th, parents will have the opportunity to schedule a convenient conference time through Parent Square. If you have not made an appointment by 11:59 p.m. on November 25th, please contact your child's teacher directly to confirm an appointment time as Parent Square sign-up will close. All appointments must be scheduled in advance. Teachers will be unable to accommodate walk-in appointments. All Parent Teacher Conferences will be conducted in person in your child's classroom.

In order to conduct Parent-Teacher Conferences in grades 3-5 the following schedule has been established:

• Wednesday, December 4th ½ Day - Elementary Schools-Early Dismissal – 11:00 AM	Conference Times: 11:15 – 3:00 PM Depending upon teacher availability
• Thursday, December 5th ½ Day - Elementary Schools-Early Dismissal – 11:00 AM	Conference Times: 11:15 – 3:00 PM & 5:00-8:00 PM Depending upon teacher availability
• Friday, December 6th ½ Day - Elementary Schools-Early Dismissal - 11:00 AM	Conference Times: 11:15 – 3:00 PM Depending upon teacher availability

PLEASE NOTE: Breakfast will be served - Lunch WILL NOT be served on the conference ½ days.

During the conferences, you will discuss your child's report card and progress. You can access your child's report card through **Infinite Campus Parent Portal**. The instructions are enclosed with this letter.

As this conference is extremely important, I am sure you will make every effort to be present at the time scheduled. **In order to have a successful conference we are asking that only parents attend and alternate plans are made for your child and/or siblings.** Thank you for your continued cooperation and support!

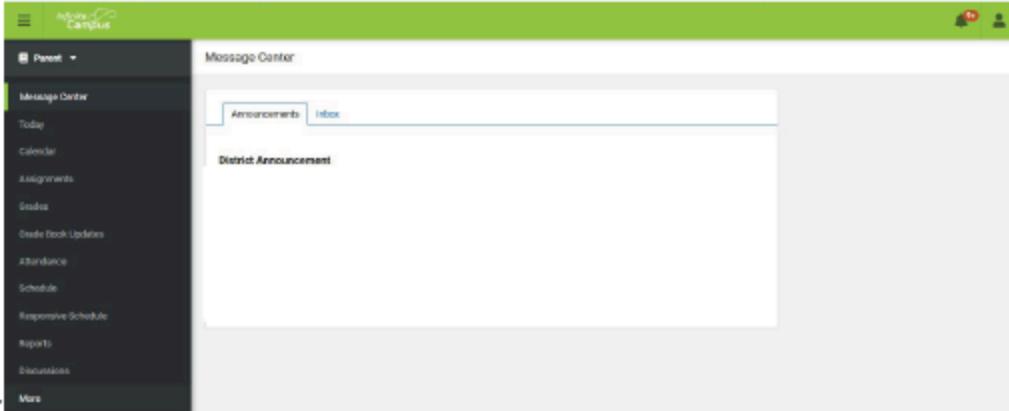
Appointments are available on a first-come-first-served basis. The instructions on how to access the Parent Portal and Parent Square appointment sign-ups are enclosed with this letter. You will receive an email from your classroom teacher inviting you to sign-up for your Parent Teacher Conference time through Parent Square on the 18th.

Sincerely,
Kelly Benson
Proud Principal
John F. Kennedy Intermediate School

Instructions for Viewing Report Cards on the Parent Portal

Log in to the Parent Portal, www.deerparkschools.org, using your username and password.

On the left of the page, at the bottom click **More**



A screenshot of the Infinite Campus Parent Portal. The left sidebar has a 'More' section at the bottom. A large white arrow points to the 'More' link. The main content area is the 'Message Center' with tabs for 'Announcements' and 'Inbox'. Under 'Announcements', it says 'District Announcement'.

Under the More section, select **Campus Backpack**



A screenshot of the Infinite Campus Parent Portal. The left sidebar has a 'More' section at the bottom. A large white arrow points to the 'Campus Backpack' link. The main content area shows a list of items: Address Information, Demographics, Family Information, Important Dates, Lockers, Transportation, and Campus Backpack.

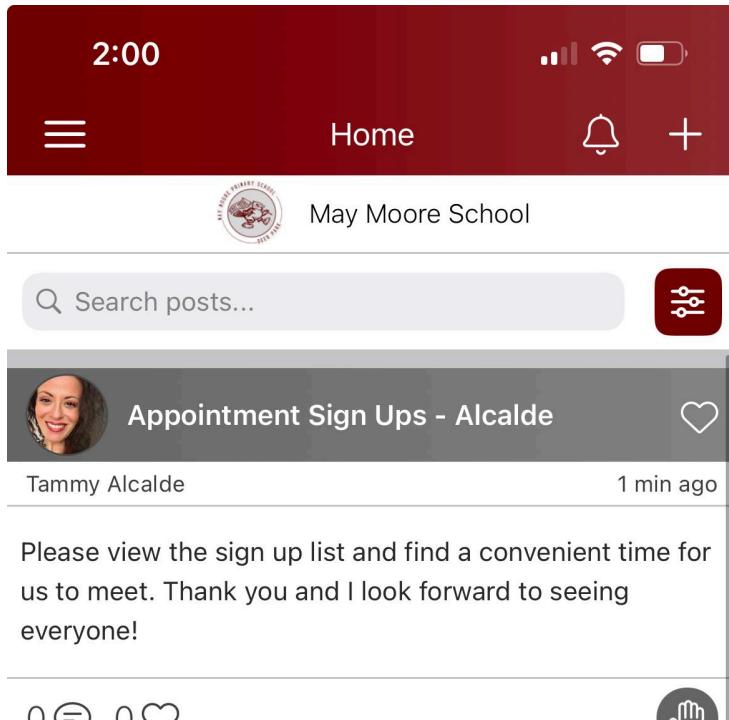
Click on the **Adobe Acrobat Reader icon** next to the name of the report to view. Please note that you will need Adobe Acrobat Reader to view the PDF files.

Student Name	Document Name	Published Date	Acknowledged	View
	2018-2019 Elementary Report	Jun 25, 2019 8:51 AM	-	
	2019-2020 Elementary Report	Dec 9, 2019 12:25 PM	-	



Parent Instructions for Using Parent Square for Appointment Sign-Ups

(You must be logged into your Parent Square account to utilize the Appointment Sign-Up)



2:00

Home

May Moore School

Search posts...

Appointment Sign Ups - Alcalde

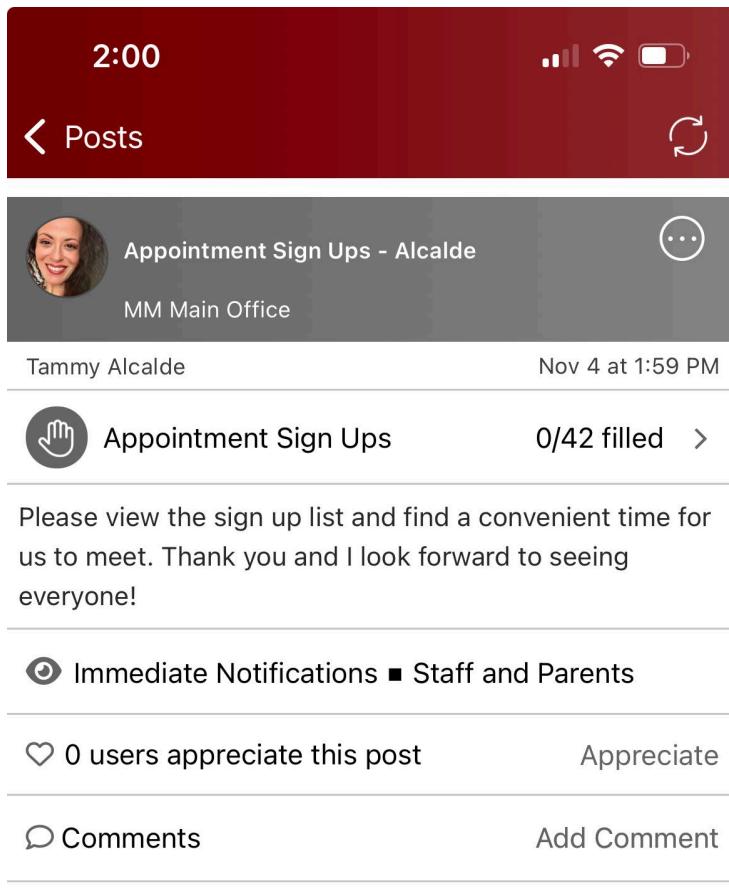
Tammy Alcalde 1 min ago

Please view the sign up list and find a convenient time for us to meet. Thank you and I look forward to seeing everyone!

0💬 0❤️

Step 1

Open the message on your Parent Square Feed from your child's teacher.



2:00

Posts

Appointment Sign Ups - Alcalde

MM Main Office

Tammy Alcalde Nov 4 at 1:59 PM

Appointment Sign Ups 0/42 filled >

Please view the sign up list and find a convenient time for us to meet. Thank you and I look forward to seeing everyone!

Immediate Notifications ■ Staff and Parents

0 users appreciate this post Appreciate

Comments Add Comment

Step 2

Click "Appointment Sign-Ups" at the top.

2:01



Appointment Sign Ups

Appointment Sign Ups - Alcalde

Wednesday, Dec 4

★ Appointment Time Slot

12:00 PM to 12:15 PM

1/1 filled Sign-Ups Full

Appointment Time Slot

12:20 PM to 12:35 PM



0/1 filled

Appointment Time Slot

12:40 PM to 12:55 PM



0/1 filled

Step 3

Please note the date! You can scroll further down for additional days/times.

If an appointment slot says “1/1 Filled” this time slot is not available.

If it says “0/1 Filled” then you can select the arrow and proceed to the next page.

2:00



Cancel

Sign Up

Save

Appointment Time Slot

Wednesday, Dec 4, 12:00 PM to 12:15 PM

Needed: 1 Open

of Spots

1

Student

Select >

Write a short note (optional)

Step 4

Where it says “student” please select the arrow and select which child you are attending for.

Then click “Save,” at the top.

255 characters remaining

Current Sign-Ups

Appointment Sign Ups - Alcalde

Wednesday, Dec 4

★ Appointment Time Slot

12:00 PM to 12:15 PM

1/1 filled Sign-Ups Full



Step 5

Once you have an appointment scheduled, you will see it on this screen. If you click it, you will see your name. (see the next photo)

Appointment Time Slot

12:20 PM to 12:35 PM

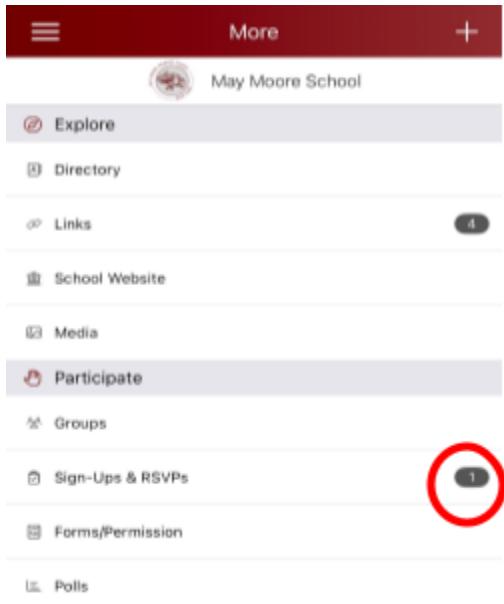
1

Appointment Time Slot

12:40 PM to 12:55 PM

1

0/1 filled



If you need to review your appointment time- click "more" in the bottom right corner, then "Sign-ups & RSVP's" and then you can click "Conference Sign-Ups" and you will be able to view your time and even edit until the window closes.

