

Florence Sawyer School Parent-Teacher Conferences November 6 and November 7, 2025

The Florence Sawyer School Fall Conferences for grades PreK-8 will be held on **November 6 and 7**. Again this year, we will offer a combination of In-Person and Virtual times as follows.

November 6 - (Early Dismissal for students) - 1:00 to 3:00 (Virtual) 5:30 - 8:00 (In-Person)

November 7 - (No school for students) 8:00 - 3:00 (Virtual)

We use the online scheduling tool "pick-A-time" to coordinate teacher appointments.

This online sign-up feature will be available beginning Wednesday, **October 22, at 7:00 PM** and will close at 7:00 PM on **Wednesday, November 4, 2025**. You will use your browser to select which teachers you would like to meet and when.

The instructions are as follows:

- Go to the FSS website at <http://sawyer.nrsd.net/o/fss/page/important-updates> and click on "Parent/Teacher Conference Sign Up" on the main screen.

To Register

1. Enter your email address and push "Login/Create Account". If you do not have an email address, please use your first initial and last name@fakemail.com. You will not receive an email confirmation.
2. Fill in the required fields and register.
3. For each child, enter your child's student ID, which is their first name and last name, WITH NO SPACE BETWEEN THE TWO. This must be the complete first name not a nickname – Thomas instead of Tom, for instance, and their security value, which is their date of birth in this format m/d/yyyy or 5/3/1992 for May 3, 1992. and push "Add"

To Sign In

If you have previously registered for conferences here, simply enter your email and password. The system will know about your appointments and the children you added to your account. If you have forgotten your password, please contact Kim Laster at klaster@nrsd.net or Jen Dutile at gdutile@nrsd.net, and she will update it for you.

Scheduling

1. Each colored square represents an available meeting time. The legend shows which teacher corresponds to each color, and the times increase as you go down the page. (Note: you will not see all of the teachers, just the set of teachers that your children have classes with). Click on a square to book that time.

2. After you set when you want the reminder email to be delivered, click "Create Appointment."
3. Repeat until you have a time with each teacher you'd like to visit with.
4. At any time, you can click on "printable schedule" and print the resulting web page to get a hard copy of your schedule.
5. If you want to make changes to your schedule, you can log in at any time with your email and password.
6. If you have more than one appointment, they will be hidden. Click the blue circle to the left of your name at the top of the screen to view your appointments. There will be links to modify the time or cancel the appointment. If you have any questions, please contact Kim Laster at klaster@nrsd.net or Jen Dutile at gdutile@nrsd.net, Administrative Assistants, or call at 978-779-2821.