

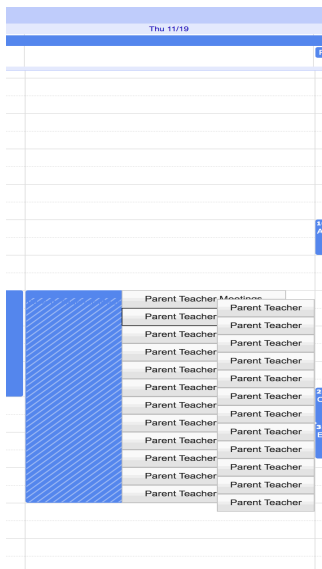
Hello Parents/Guardians,

11.21.22

[How to schedule a Parent Teacher Conference](#)

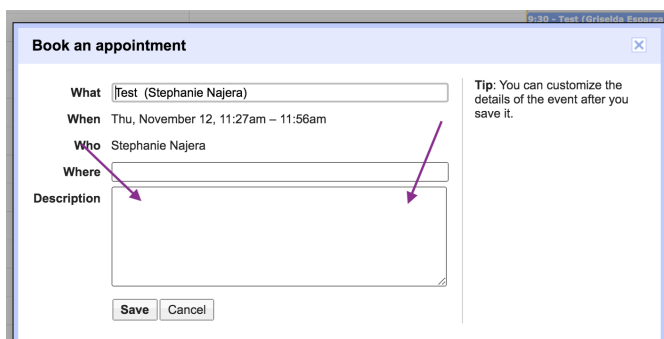
Our Parent Teacher conferences will be held in person and virtually on Monday, November 21st from 10:00am-4:00pm. You are welcome to meet with the teachers in person without an appointment or virtually by scheduling an appointment. We encourage parents to schedule as many appointments as they can. Appointments will go quickly, so please schedule as soon as possible.

You can schedule an appointment with your child's teachers by [clicking on this link](#). Look for the teachers you like to meet with and schedule an appointment with them. Do not schedule two appointments at the same time. When you click on a teachers link it will look like this.



When you schedule your appointment please make sure to use a google account-*if you do not have a google account you will not be able to schedule*. You can use your child's CPS google account to schedule appointments.

If time slots do not appear, make sure that you are looking at the correct date. If you need a translator please make sure to contact one using the description portion of the appointment slot.



On Monday November 21st please join your appointment at the time you have selected. Your child's teacher will be there waiting for you. Your calendar will have your invitation and should click on the Join Google Meet button at the time you selected.

Sample Below:

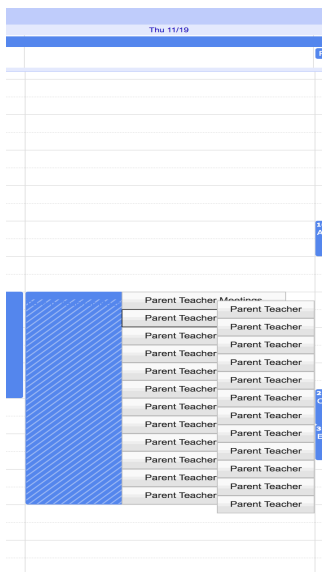
The image shows a screenshot of a calendar event. At the top, there are icons for editing, deleting, sharing, and closing. The event title is "Parent Teacher Meetings (Stephanie Najera)" with a blue square icon. Below the title, the date and time are listed as "Thursday, November 19 · 12:00 – 12:15pm". A prominent blue button with the text "Join with Google Meet" is shown, with a purple arrow pointing to it from the right. Below the button is the Google Meet link: "meet.google.com/gac-cbzn-bgf". Other options include "Join by phone" with a phone icon and the number "(US) +1 617-675-4444 PIN: 490 397 701 8612#", "More phone numbers" with a plus icon, "1 guest" with a person icon and "1 yes" below it, and the organizer's name "Stephanie Najera" with a profile picture and a green checkmark, labeled "Organizer". At the bottom, there is a bell icon for "12 minutes before" and a calendar icon for "Stephanie Najera" with the note "This event was created from an appointment slot".

Hola Padres,

[Cómo programar una cita con un maestro](#)

Nuestras conferencias de padres y maestros se llevarán a cabo en persona y virtualmente el lunes 21 de noviembre de 10:00 a. m. a 4:00 p. m. Le invitamos a reunirse con los maestros en persona sin cita previa o virtualmente programando una cita. Alentamos a los padres a programar tantas citas como puedan. Las citas serán rápidas, así que programe lo antes posible.

Puede programar una cita con los maestros de su hijo haciendo [clic en este enlace](#). Escoja los maestros con los que le gustaría reunirse y anótese en una cita con ellos. Favor de no programar dos citas al mismo tiempo. Cuando haga clic en el enlace de un maestro, se verá así.



Asegúrese de usar una cuenta de Google para hacer su cita; si no tiene una cuenta de Google, no podrá hacer una cita. Puede usar la cuenta de Google CPS de su hijo para hacer sus citas.

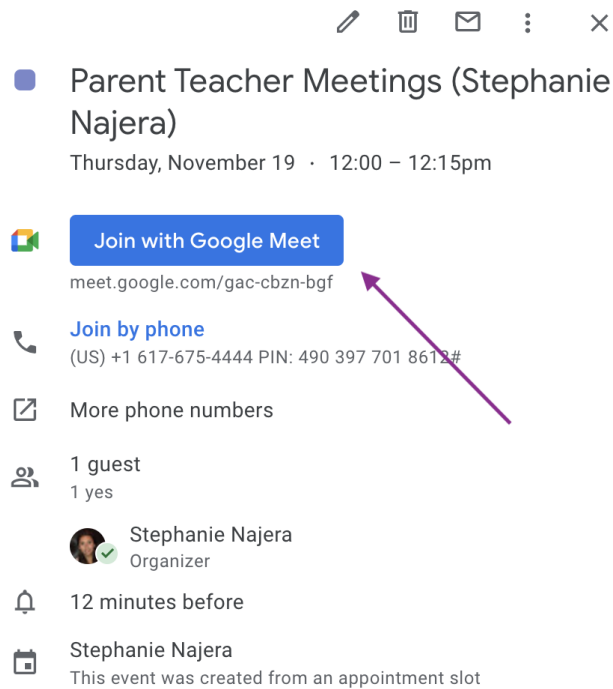
Si no sale un horario disponible, asegúrese de que está en la fecha correcta, 21 de Noviembre.

Si necesita un intérprete, asegúrese de indicar esto en la caja que dice “description” (indicada aquí con flechas)

A screenshot of a web form titled 'Book an appointment'. The form has several fields: 'What' with the value 'Test (Stephanie Najera)', 'When' with the value 'Thu, November 12, 11:27am - 11:56am', and 'Who' with the value 'Stephanie Najera'. There is a 'Where' field which is empty. Below the 'Where' field is a large text area labeled 'Description'. Two purple arrows point to the 'Description' field. At the bottom of the form are 'Save' and 'Cancel' buttons. On the right side of the form, there is a tip: 'Tip: You can customize the details of the event after you save it.'

Por favor recuerde estar preparado para su “junta virtual “ a la hora que eligió el Lunes 21 de noviembre. El maestro de su hijo/hija estará allí esperándolo. En su calendario Google, saldrá su invitación y debe hacer clic en el botón “Join with Google Meet”.(indicado aquí con una flecha)

Ejemplo:



The image shows a screenshot of a Google Calendar event. At the top, there are icons for edit, delete, share, and close. The event title is "Parent Teacher Meetings (Stephanie Najera)" and the date and time are "Thursday, November 19 · 12:00 – 12:15pm". Below the title, there is a blue button labeled "Join with Google Meet" with a purple arrow pointing to it. Underneath the button is the URL "meet.google.com/gac-cbzn-bgf". Other options include "Join by phone" with a phone number, "More phone numbers", "1 guest" with "1 yes", and the organizer's name "Stephanie Najera". At the bottom, it says "12 minutes before" and "Stephanie Najera" with a note "This event was created from an appointment slot".


Parent Teacher Meetings (Stephanie Najera)
Thursday, November 19 · 12:00 – 12:15pm

[Join with Google Meet](#)
meet.google.com/gac-cbzn-bgf

[Join by phone](#)
(US) +1 617-675-4444 PIN: 490 397 701 8612#

[More phone numbers](#)

1 guest
1 yes

 Stephanie Najera
Organizer

12 minutes before

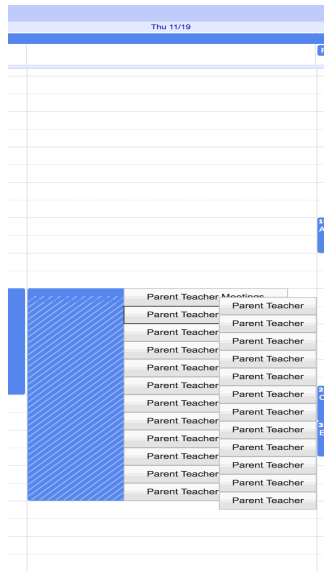
Stephanie Najera
This event was created from an appointment slot

亲爱的家长你们好,

[如何预约时间视频\(广东话与国语\)](#)

我们的家长教师会议将于 11 月 21 日星期一晚上 上午 10:00 - 下午 4:00 以面对面和虚拟方式举行。 欢迎您在没有预约的情况下亲自与老师见面，或者通过安排约会进行虚拟见面。我们鼓励父母安排尽可能多的约会。约会会很快，所以请尽快安排。

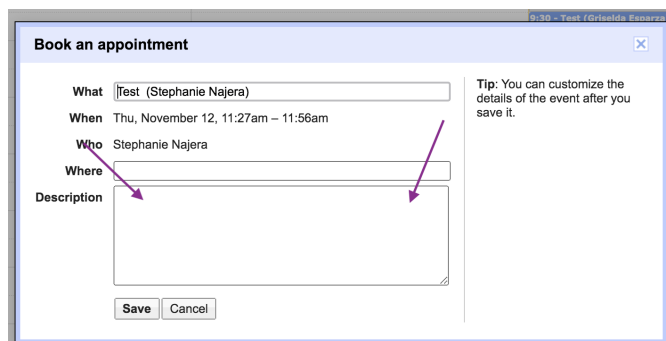
您可以通过[点击此链接](#)寻找您想预约的老师，并和您孩子的老师预约会议。请不要同时安排两个会议。当您点击教师链接时，它将看起来像这样：



你只可以用谷歌电子邮件来预约时间-如果你没有谷歌邮件你将不可以预约时间. 但是你可以用你孩子的学校电子邮件来预约时间.

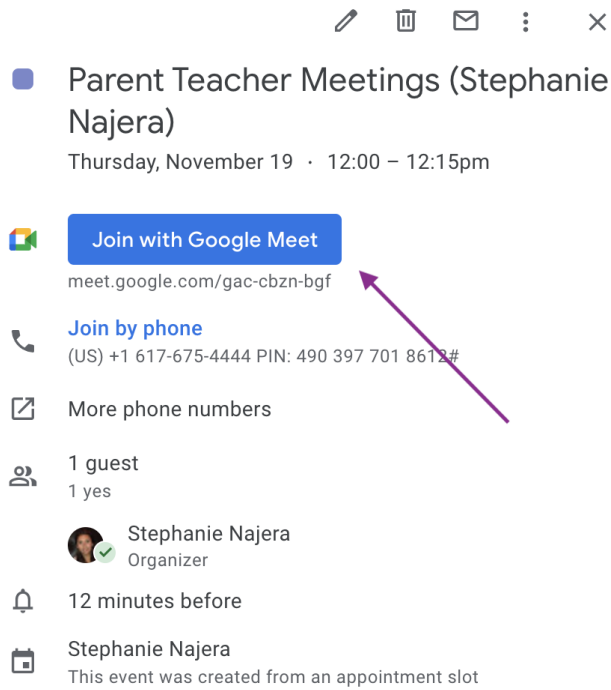
请确保您选择正确的日期。

如果您需要翻译，请在预约栏的说明部分表明：





11月21日(星期四), 请按您预约的时间加入您的会议。您孩子的老师将在那里等您。您的日历将收到邀请, 并应在您选择的时间点击“加入Google Meet”按钮


Example:





Parent Teacher Meetings (Stephanie Najera)
Thursday, November 19 · 12:00 – 12:15pm


 [Join with Google Meet](#)
meet.google.com/gac-cbzn-bgf


 [Join by phone](#)
(US) +1 617-675-4444 PIN: 490 397 701 8612#

 [More phone numbers](#)

 1 guest
1 yes

 Stephanie Najera
Organizer

 12 minutes before

 Stephanie Najera
This event was created from an appointment slot