



New Milford Public Schools

Conference Scheduler Instructions for Parents

Dear Parents and Guardians,

In preparation for the upcoming conferences, we welcome you to utilize the New Milford Public Schools online conference scheduling tool, designed to make scheduling conferences with your child's teachers quick and easy.

Please sign up for only a one-time slot per student. You will have the option of a virtual (Google Meet), in-person session, and, if needed, phone conference. We ask that you follow building procedures for those choosing an in-person meeting.

- Please enter the building with enough time to arrive at the classroom door on time to start your conference.
- Conferences allow you to discuss your child's strengths and areas of growth. We find that these conversations are most productive when done with no distractions. We realize that childcare can be difficult, but we ask for your support by working to make other arrangements during this time.
- Please be mindful of the time scheduled for your child(ren). Please work with your child's teacher to arrange an additional meeting if additional time is needed.

Below are directions to help you with this process. We look forward to having you join us to discuss your child(ren) 's progress and goal to move forward.

For questions or assistance, please contact your child's school directly. A secretary in the main office will be able to assist you.



Watch an overview video of the process - [Video](#)

Do you have more than 1 student to schedule? Use the multiple conference setup instructions here.

1. Go to www.myconferencetime.com/NMPS.
2. Click on the “Sign Up for Multiple Conferences” link.
3. Enter the number of students who will be registering for conferences.
4. Enter each child’s first and last name as well as any other information requested by the school.
5. Check the boxes for the teacher or teachers with whom you would like to meet. When you have finished selecting the necessary teachers, click on the button that says “Find Schedules with Common Dates.”
6. The next screen shows the available dates. Select the desired date.
7. Using the chart, check the name of the student and the desired time for each teacher, then click on “Sign Up for Selected Conferences.” The next webpage confirms that you now have the requested date/time reserved for your parent-teacher conferences.
8. If you entered your email address correctly, you will soon receive a confirmation email as well.

Do you have only 1 student to schedule a conference for? Use the single conference setup instructions here.

1. Go to www.myconferencetime.com/NMPS.
2. Click on the name of your child’s teacher.
3. Select the desired date/time for your conference by clicking on “Sign Up.”
4. Submit the requested information.
5. After you schedule a conference online, the date and time are reserved for you. If you entered your email address correctly, you will receive email confirmation of your conference.