



RICHARD D. HUBBARD SCHOOL
139 Grove Street, East Berlin, CT 06023

Mr. Alfred Souza III
Principal

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February 6, 2019

Dear Grade K-5 Parents and Guardians,

At Hubbard School, we will be holding conferences for grades K-5 on March 13th, March 20th, and March 21st. Families will sign up for conferences online. The parent portal will be open from Sunday, February 10th, through Friday, February 22nd, for families to schedule a conference time. If you experience any difficulty accessing the online system, please call the school office. Please be sure to retain your **confirmation number** in case you need to make any revisions to your conference time. We look forward to celebrating your child's progress with you.

Please note: Conferences will be scheduled on a first come, first served basis. We strongly encourage you to sign up at your earliest convenience.

Step-By-Step Parent/Guardian Instructions

1. How to log in to the On-line Conference Scheduler:
 - a. Visit Hubbard School's homepage (<http://hes.berlinschools.org>).
 - b. Click on the "**Canyon Creek Scheduler**" link found under the "Parents" tab in the white box in the middle of the page.

2. From the Online Scheduler Home Page:
 - a. Choose Richard D. Hubbard Elementary from the drop down list and click "**GO.**"
 - b. Enter the school password (**husky**).
 - c. Enter your student's "Student ID." If you do not know the Student ID, use the LOOKUP STUDENT ID button to access the system.
 - d. Verify the student's birth date.
 - e. A list of your student's teachers will be displayed. Check the box next to the name of each teacher(s) you would like to meet with.
 - f. If you have more than one student in the school, you can see all of your students' teachers' schedules at one time by answering YES to this question: "**Do you want to schedule conferences for another student?**" then repeat the steps above for your other students. If you only have one student, answer NO to that question.
 - g. You will then see the available time slots for each teacher you selected.
 - h. Select the times that work best for your schedule.
 - i. Enter your email address (recommended) if you would like an email reminder sent to you. Your email address is kept private.
 - j. Once you have finished you can confirm your appointment details and print your conference schedule.
 - k. **Important: Write down the Confirmation Number.** You will need this number to cancel/change your appointment.