



Amherst Middle School

Anthony J. Panella
Superintendent

John Griesmer, Ed.D.
Principal

Keith Crombie
Assistant Principal

Dear AMS Families,

I hope the beginning of the school year is going well for you and your family. It continues to be our pleasure to work alongside you in order to ensure your child demonstrates academic, social, and emotional growth while attending Amherst Middle School.

Our parent-teacher conferences are scheduled for Thursday, November, 15th from 1:30 p.m. to 8:30 p.m. and Friday, November, 16th from 8:30 a.m. to 2:30 p.m. We will be using the website <http://www.myconferecetime.com/amherst> to schedule 15 minute appointments with our teachers. **Instructions for conference registration are on the reverse side of this letter.** In addition, the website provides helpful video links in order for you to successfully navigate throughout. **The registration window will open on Tuesday, October, 16th at 5:00 p.m. In order to allow sufficient time for our teachers to prepare, the online registration window will be closing Thursday, November, 8th at 11:00 p.m.** If you are unable to access the website and would like to register for a conference please call our main office at 362-7100 once the scheduling window opens and we will happily assist you.

We look forward to seeing you this upcoming November. As always, if you have any questions, comments, concerns, or ideas, please do not hesitate to contact us.

Sincerely,

Mr. Crombie
Assistant Principal
AMHERST
MIDDLE SCHOOL
716-362-7100

1. Please go to: www.myconferencetime.com/amherst
2. Click on the Amherst Middle School Folder.
3. **7th/8th grade parents** please locate your child's team (ie. Spirit, Comets, etc.) of teachers that you would like to schedule a conference with and click on the link to begin the scheduling process. **Please note, due to time constraints you will only be permitted to meet with 1 set of TEAM TEACHERS. However, they are prepared to engage in a conversation centered around all courses offered within the team.**
4. **6th grade parents will schedule a team conference with their child's ELA 6 teacher.** Additional teachers from the team will be in attendance and will be prepared to talk about all team classes (ie. SS, science, math, ELA).
5. In addition to team teacher conferences, I encourage you to schedule a conference with our off-team teachers (art, PE, music, etc.) and related service providers.
6. Enter the required information (E-mail addresses are not required, but if you enter one you will receive a confirmation email).
7. Click "Sign Up for Your Conference" near the bottom of the screen.

We will also be posting the instructions to our website amherstschoools.org

If you are still experiencing difficulties, I encourage you to type the link below in your browser. This will lead you to a short video tutorial that may help.

<https://fisdlerdata.freshdesk.com/support/solutions/articles/8000009762-how-to-sign-up-for-a-conference>

If you have any questions please do not hesitate to contact the main office at 362-7100.