



TUXEDO UNION FREE SCHOOL DISTRICT

Timothy H. Bohlke
SUPERINTENDENT OF SCHOOLS

Kevin Ziemba
BUSINESS ADMINISTRATOR

October 20, 2020

Dear Tuxedo Families,

This year, we will be hosting “remote” Parent-Teacher Conferences for 6th through 12th grades on Thursday, November 12th from 5:00 - 8:00 PM. The conferences will use the same Google platform that our students use every day, and we will continue to use the website PTCFast.com to schedule appointments.

There are two ways to reach the signup page:

1. The first is by going to the district website, www.tuxedoufsd.org, hover over **[FOR PARENTS]** and then click on **[GFB Parent-Teacher Conference Scheduler]**
2. The second is to copy-and-paste or enter the following web address into your browser window: [https://ptcfast.com/schools/Tuxedo Union Free School District](https://ptcfast.com/schools/Tuxedo%20Union%20Free%20School%20District)

Here are a few things to keep in mind when registering:

1. Have your child/children’s class schedule or 1st marking period progress report handy. This will help you to identify the teachers you need to see. If you do not have this information, you may call Mr. Takeuchi in the GFB main office at (845) 351-4786, ext. 2101, and he will be able to provide one for you.
2. When you join the assigned Google Conference, you may have to wait to be let in. This is similar to sitting outside the classroom waiting for the teacher to finish with the parent ahead of you. We are asking everyone to please be mindful of the time so that our teachers are able to speak with all parents.
3. If you are unable to attend the parent-teacher conferences on November 12th or if you do not get to meet with a particular teacher, you may always contact that teacher directly via email. The easiest way to do that is by going to the district website. Click on **[Contact Us]** on the top right-hand corner of the page and that will bring you to the list of teachers. Just click on the email address below the teacher’s name.

We look forward to seeing you *virtually* on November 12th and have just one request. Since this is the first time we are conducting conferences online, we ask that you please be patient if the meeting prior to yours runs a little longer than it should. Thank you in advance for your cooperation and understanding.

Should you need additional assistance, please feel free to contact the main office at (845) 351-4786, ext. 2101 or email Mr. Takeuchi at mtakeuchi@tuxedoufsd.org.

Best Regards,

Timothy H. Bohlke
Middle/High School Principal

Nicole Scariano
Assistant Principal for Student Services

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