

March 11, 2020

Dear Families,

The health and safety of all students, staff, and families continues to be the DOE's first priority. Based on current recommendations from the New York City Department of Health and Mental Hygiene, and in an abundance of caution, we are asking all of our middle schools to use phone or technology-based options to conduct March Parent Teacher Conferences this week.

Parent Teacher Conferences scheduled for Thursday evening (3/12) and Friday afternoon (3/13) will still take place; however, you should not attend in person. Instead, Parent Teacher Conferences will occur by phone or virtually.

For now, here is what you need to know:

- Since time is already held on school and parent calendars this week for conferences, Parent Teacher Conferences proceed Thursday, March 12 – Friday, March 13 as planned. But, instead of convening them in person, we are asking you to participate virtually or by phone.
- Someone from your school will proactively contact you about participating in the phone or virtual conferences. If you are unable to connect virtually or by phone during the 3/12 evening conference or 3/13 afternoon conference times, schools can reschedule for a time that would be convenient for you.
- To get ready for the Parent Teacher Conferences, families can access their child's grades through the New York City Schools Account (NYCSA). If you don't have an account yet, visit: <https://www.schools.nyc.gov/learning/in-our-classrooms/nyc-schools-account>

We appreciate your flexibility at this time. This change helps us promote the safety and health of parents and students, while ensuring these critical conversations with your child's teachers occur.

Please visit [schools.nyc.gov/coronavirus](https://schools.nyc.gov/coronavirus) at any time for important school-related updates.

Sincerely,



Richard A. Carranza  
Chancellor  
New York City Department of Education