

Jenkins Elementary School

54 Vinal Avenue
Scituate, Massachusetts 02066 (781)
545-4910

Rebecca Long, Principal
rebeccalong@scit.org



November 24, 2020 Dear


Parent/Guardian:

The end of the first trimester is approaching. Report cards will go home on Friday, December 11th and parent-teacher conferences will be held remotely on Wednesday, December 16th. Parents will once again use the electronic registration system, School Appointments Online. Registration for virtual conferences will begin Friday, December 4, 2020 at 6:00PM and will close on Monday, December 14, 2020 at 10:00PM.

Important note: The conference window is 1:00- 3:15PM & 4:15- 6:15PM. Teachers will be sending a link for your conference, please be on the lookout for this email from your child's teacher. If you are unable to schedule an appointment and you have an immediate concern about your child's progress, please email the teacher directly.

To arrange an appointment please log onto the link below. More detailed instructions are available under the "HELP" menu tab:

<http://jenk.schoolappointments.com>

- Click on the "REGISTER" menu tab.
- Create an account for yourself with your preferred user id and password.
- Click on the "REGISTER NOW" button at the bottom and you will be logged into the system immediately.
- Click on "Add a Student" to add your children to the system. Type in your child's name and click the "Add New Student" to save the data. To add a second student click "Insert New" and repeat.
- Click the  icon to select an upcoming schedule then click on "View Calendars." • Select the teacher you wish to see and click "View Calendars."
- Click on the teacher(s) schedule to select appointment times for your conferences and then click the "Book Appointments" button.

If you experience any problems, please contact the school office (781-545-4910) or email jenkinsoffice@scit.org

Sincerely,

Rebecca Long
Principal