



# Cedar Crest Middle School

Mariah L. Rackley, Ed.D.  
Principal

Francis A. Fiorentino, Jr., *Assistant Principal*  
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October 13, 2021

Dear CCMS Families:

Cedar Crest Middle School will be conducting conferences for the families of all students on Monday, November 22, 2021, from 1:00 P.M. until 8:30 P.M., and Tuesday, November 23, 2021, from 8:00 A.M. to 2:30 P.M. Students will not have school on these conference days. The purpose of these conferences is to give families the opportunity to talk with teachers about their children's progress. Fifteen (15) minutes will be allocated for each conference. Families can choose either in-person or virtual conference options.

We will be using online scheduling through PTCFast again this year. This process will give you the convenience to view the times available to meet with two of your child's core area teachers (English/Language Arts, Reading, Math, Science, and Social Studies) and choose what date and time best fits your schedule. Conferences will be held on the same dates as the elementary schools, so please do not choose a time that will conflict with your elementary request(s). The online scheduling for Cedar Crest Middle School will open beginning 7:00 P.M. on Wednesday, October 20, and will close at the end of the day on Tuesday, November 16.

You will find the link for scheduling conferences on the district website ([www.clsd.k12.pa.us](http://www.clsd.k12.pa.us)) under the middle school tab. You may select up to two of your child's core area teachers as well as any of your child's special area teachers. Then, you will be prompted to register with the system and provide a valid email address. PTCFast will send an email to your account with the link to schedule conferences. When you click on the link, you will be brought to a screen to view and select from the times the teachers have available. As conference time slots are limited, we request that you do not schedule more than two conference times for each of your children's core area teachers. Confirmation emails will be sent to the email address you provided when you registered with PTCFast.com.

If families wish the conference to be held virtually, please enter that request in the Special Instructions field when you schedule your conference or forward your confirmation email to the teacher and request that it be conducted virtually. The teacher will send you a link to their Microsoft Teams meeting space and will meet with you online during your scheduled time.

If you are not able to schedule using the internet, paper request forms will be available in the Main Office or in the Guidance Office. If you are choosing this option, please return this form to our Guidance Office as soon as possible. Your child will bring home the confirmation notice of your scheduled conference.

If you have special concerns, such as needing an interpreter or any other questions, please do not hesitate to contact Mrs. Koch, the Guidance secretary, at 717-389-1840.

Sincerely,

Mariah L. Rackley, Ed.D.  
Principal

MLR/rbk