HAZLET TOWNSHIP PUBLIC SCHOOLS

BEERS STREET ELEMENTARY SCHOOL

IAN COLLIS
Principal

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(732) 264-1107 x 3001

November 12, 2025

Dear Parents/Guardians:

Beers Street School will use the Realtime parent portal online appointment system for our upcoming Parent/Teacher Conferences on December 1st, 2nd, and 3rd. Students will follow an early dismissal schedule and will be dismissed at 12:15 pm on conference days.

Conferences will take place in-person at Beers Street School:

Tuesday, December 1st	1:05 – 3:05 PM
Wednesday, December 2nd	4:00 – 6:00 PM
Thursday, December 3rd	6:00 – 8:00 PM

Beginning on Monday, November 16th, please follow the procedures below to schedule conferences:

1. Log on to the parent portal and select the ***Teacher Conferences*** link on the lower left-hand side of the page.
2. Click on the ***Schedule Conference*** link next to the name of each teacher with whom you would like to schedule an appointment.
3. Choose a desired date and time for your conference.**
4. Finally, check ***Request Conference*** at the bottom of the page to complete the process. **(Please note that the time selected is just a request. To confirm the scheduled time, the teacher must accept your request.)**
5. Please check the portal to see if the teacher accepts your request by following directions 1 & 2 above. You will either notice an accepted checkmark next to your requested date, or you will need to select another time.
6. Click on the ***View Scheduled Conferences*** button to print a list of all of your confirmed conferences.

**PLEASE NOTE: Some teachers and staff have limited availability as they work in multiple schools within the district.

Art - Mr. Cummings – Available Tuesday, December 1
Music & Band - Mrs. Realmuto – Available Tuesday, December 1 & Thursday, December 3
Phys. Ed. - Mrs. Pallone - Available Tuesday, December 1 & Thursday, December 3
Spanish - Mrs. Rada - Available Tuesday, December 1 & Wednesday, December 2

Scheduling instructions for the school counselor:

Counselor – Mrs. Ackermann – Email lackermann@hazlet.org to schedule a conference.

The deadline for scheduling conferences in the portal is Friday, November 27th. Please adhere to your accepted conference time. If you need to change your appointment, please contact the teacher via email, prior to the day of your scheduled conference. If you are unable to access the Realtime parent portal, please contact the Main Office at 732-264-1107 for assistance. Thank you, and we look forward to seeing you at conferences!

Sincerely,
Ian Collis
Principal