J.P. CASE MIDDLE SCHOOL

Home of the Tigers

Leadership | Integrity | Citizenship | Compassion

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Mr. Robert Castellano
Principal
Dr. Michelle Cook
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October 23, 2026

Dear Parents/Guardians,

As we plan for parent-teacher conferences this year, we want to keep you up-to-date and informed with our process for scheduling your meetings. Conferences are optional and, as such, are intended to clarify and expand communication regarding your child's learning.

This year, conferences will be held in person on November 16, 17, 19 and 20. **Conferences on Wednesday, November 18 will be held virtually, via Google Meet.** Scheduling will be completed online through the website, pickAtime.com. This website allows parents to preview and select available dates and times with their child's team and special area teachers.

Conferences are scheduled with the full team of teachers, which include Math, Language Arts, Science, Social Studies, Resource teacher. If you feel that a full team level conference may not be necessary at this time, please feel free to contact the individual teacher via email for an update or to answer a question you may have.

Please note the following:

- World Language, Physical Education, G&T, Music, and Related Arts teachers are not part of the core team and will not be present at the team meeting. All World Language, Physical Education and Related Arts teachers are listed separately from the teams on the pickAtime site. You will be able to select as many of your child's teachers that you would like to see, and set up your own schedule based on the available time slots.

The Conference Schedule is as follows:

Monday, November 16, evening **in-person** conferences	5:30 - 8:00 pm
Tuesday, November 17, evening **in-person** conferences	5:00 - 7:30 pm
Wednesday, November 18, afternoon **virtual conferences**	1:30 - 4:00 pm
Thursday, November 19, afternoon **in-person** conferences	2:30 - 5:00 pm
Friday, November 20, afternoon **in-person** conferences	1:30 - 4:00 pm

***Please note that Monday, November 16 through Friday, November 20 are early dismissal days.**

The pickAtime website will be available beginning Friday, October 23th at 4:00pm. Please refer to the directions below to schedule your conferences. Conferences are important, but by no means, a single vehicle for our communication.
Throughout the school year, our efforts to communicate collectively will play a vital role in your child's success. The Parent Portal provides you online access to your child's academic information at all times, improving communication between home and school. Working together, we will make our children's future successful! Thank you for taking the time to read this important letter.

Sincerely,

Robert Castellano
Principal

Conference Scheduling Directions

Go to the J.P. Case website and click on the pickAtime link in the "NEWS" section of our homepage. The site will be available beginning Friday October 23rd. You can also access the website by typing the following address in your browser: https://pickatime.com/client?ven=11605029&event=414726

Register:

Enter your email address and click on "Login/Create Account". Please note, parents must create a new account every year on the pickAtime site. Parents' account information is cleared every year for the new event. Fill in the required fields and register.

Sign In:

Once you have registered, all you need to do is enter your email and password to login. The system will know about any appointments you have previously made. If you have forgotten your password, you can select the "Forgot Password" button and a new password will be emailed to you.

Before you begin scheduling, have a list of the teachers with whom you would like to meet for a conference. Please be sure to know what team your child is on, so your appointment is with the correct team.

Scheduling:

1. You will see a list of teams and teachers. Select the box next to the team and/or teacher name(s) that you would like to schedule a conference with. You will then see the schedule of available dates & times for those teams/teachers. Teachers present in the team meeting include Math, Language Arts, Science, & Social Studies – (Resource if applicable).
2. Each colored square represents an available meeting time. The legend shows you what teacher corresponds to what color and the times increase as you go down the page.
3. Choose In Person or Virtual from the drop down list and click on a square to schedule the indicated time.
4. **Be sure to enter your child's first and last name.**
5. You will have the choice of setting a time when you would like an email reminder to be delivered.
6. Then click on "**Create Appointment**".
7. If you would like to schedule a conference with more than one teacher, click return, and repeat the process until you have a time with each teacher you would like to meet. Please be sure that your times do not overlap, and you allow ample time between appointments.

- Click on the "**Printable Schedule**" link located on the top and print the resulting web page to get a hard copy of your schedule. **Confirmation letters are not sent home by the school.** You have the option to email the schedule to yourself and/or place the appointments on your calendar.
- **You will receive a confirmation email with a table of appointments you have made. Listed will be the room number for in person meetings or a Google Meet link for virtual. You will have to click on the link for each conference you have made at the time of your meeting. The team/teacher will let you in at the time of your conference. If you are having a problem with the link, email the teacher.**
- If you want to make changes to your schedule, you can click on the "Your Schedule" link to do so. To cancel an appointment from the desktop, select "Your Schedule", & click on "Cancel". From your phone, select the green menu option to see your appointments, then scroll to the right to see the "Cancel" button.

Two or More Children at the School with the SAME teacher – (not necessary if you have two or more children at the school with different teachers.)

1. Register / Sign In with one parent's name and email address and register.
2. Schedule the first student's conference times, and log out of the scheduler.
3. Register / Sign In with the second parent's name and email address and register. Schedule the second student's conference times. You will need a 2nd email in order to receive the confirmation email containing the Zoom links. If you do not have a second email address, please contact the main office.

If you have any questions, please contact the main office at 908-284-5100.