



Cherry Hill Public Schools
CARUSI MIDDLE SCHOOL

315 Roosevelt Drive, Cherry Hill, NJ 08002 · (856) 667-1220 · <http://carusi.chclc.org>
"Enter to Learn, Go Forth to Serve"

Dr. John J. Cafagna, Principal

Dr. Julie Benavides, *Assistant Principal* · Mrs. Kelly McKenzie, *Assistant Principal*



November 6, 2018

Dear Parent / Guardian:

We are pleased to announce that Carusi Middle School will again be conducting Parent Teacher Conferences this year in an effort to communicate directly with you regarding your child's progress. Conferences will be held on the following dates and times:

Monday, November 26, 2018 6:30 – 8:30 PM	Tuesday, November 27, 2018 1:30-3:30 PM
Wednesday, November 28, 2018 6:30 – 8:30 PM	Thursday, November 29, 2018 1:30-3:30 PM

*Students will be dismissed at **12:15 PM** each day noted above and lunch will be served prior to dismissal.*

To give greater flexibility in scheduling parent/teacher conferences, Carusi Middle School has made conference schedules available via the internet. The scheduling system will be available from **Wednesday, November 7, 2018 through 1 PM, Wednesday, November 21, 2018**. Appointments are available on a first come, first serve basis. Our scheduling system will allow you to schedule time for 5-minute conferences with each of your child's teachers in English / Language Arts, Humanities, Mathematics, and Science and for any specific courses such as Intro to Functions, Geometry, Resource Room classes, World Language, Physical Education, and exploratory courses that are scheduled for your child. If your child has a unique schedule that does not lend to our scheduling system, please contact your case manager or guidance counselor for assistance in scheduling a conference.

Carusi welcomes you to stop by and use one of our computers that will be available in the Main Lobby during school hours if you do not have internet access at home or work. Alternatively, computers at the Cherry Hill Library are available.

Step-By-Step Parent/Guardian Instructions to Access Online Scheduler

1. Visit the school's homepage <http://carusi.chclc.org> and select the Online Scheduler icon/link.
2. From the Online Scheduler Home Page
 - a. Choose Carusi Middle School from the drop down list and click "GO"
 - b. Enter the school password: cms2018
 - c. Enter your student's Student ID #
 - d. Enter your student's birth date
 - e. A list of your student's teachers will be displayed. Check the box next to the name of each teacher(s) you would like to meet with.
 - f. If you have more than one student in the school, you can see all of your students' teachers' schedules at one time by answering YES to this question "**Do you want to schedule conferences for another student?**" then repeat the steps above for your other students. If you only have one student, answer NO to that question.
 - g. You will then see the available time slots for each teacher you selected.
 - h. Select the times that work best for your schedule.
 - i. Enter your email address (recommended) if you would like an email reminder sent to you. (Your email address is kept private.)
 - j. Once you have finished you can confirm your appointment details and print your conference schedule.
 - k. Write down the Confirmation Number (**you will need this number to cancel your appointment**)

Should you need assistance using the system, please feel free to contact our Main Office at (856) 667-1220.

We look forward to meeting with you.