



# RICHARD D. HUBBARD SCHOOL

139 Grove Street, East Berlin, CT 06023

Mr. Alfred Souza III  
Principal

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October 27, 2022

Dear Grade K-5 Parents and Guardians,

At Hubbard School, we will be holding conferences for grades K-5 on November 30<sup>th</sup>, December 1<sup>st</sup>, and December 7<sup>th</sup>. Families will sign up for conferences online. The parent portal will be open from Sunday, October 30<sup>th</sup> through Friday, November 11<sup>th</sup> for families to schedule a conference time. Conferences will be held in person. If you would like a virtual conference, please follow these steps:

1. Go to Canyon Creek and schedule at time for a conference. You must do this first as it secures your conference time.
2. Immediately after scheduling a conference time e-mail your child's teacher requesting a virtual conference.
3. Your child's teacher will provide a link for your conference.

If you experience any difficulty accessing the online system, please call the school office. Please be sure to retain your **confirmation number** in case you need to make any revisions to your conference time. We look forward to celebrating your child's progress with you.

Please note: Conferences will be scheduled on a first come, first served basis. We strongly encourage you to sign up at your earliest convenience.

### Step-By-Step Parent/Guardian Instructions

1. How to log in to the On-line Conference Scheduler:
  - a. Visit Hubbard School's homepage (<http://hes.berlinschools.org>).
  - b. Click on the "**Canyon Creek Scheduler**" link found under the "Parents" tab in the white box in the middle of the page.
2. From the Online Scheduler Home Page:
  - a. Choose Richard D. Hubbard Elementary from the drop down list and click "**GO.**"
  - b. Enter the school password (**husky**).
  - c. Enter your student's "Student ID." If you do not know the Student ID, use the LOOKUP STUDENT ID button to access the system.
  - d. Verify the 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. **Important: Write down the Confirmation Number.** You will need this number to cancel/change your appointment.