

DODGE CITY MIDDLE SCHOOL

PREPARING FOR ACADEMIC CONFERENCING

THURSDAY, SEPTEMBER 15 (Kid Day)

- Teams Create A Mandatory Conference List
- Contact Parents by Phone to Confirm Conference Time
- [Start Entering Mandatory Conferences in Google Drive](#)

TUESDAY, SEPTEMBER 20 (Team Professional Development Day)

- Understanding & Communicating SMI & SRI Assessments

FRIDAY, SEPTEMBER 23 (Team Day)

- [All Mandatory Conferences Scheduled in Google Drive](#)
- [Start Completion of Parent Conference Scheduling Forms](#)

MONDAY, SEPTEMBER 26

- Advisory Teachers turn in Conference Appointment Schedule Forms to Office
 - See Notification Letter
- Verification of Conferences on Shared Drive

FRIDAY, SEPTEMBER 30

- [Office Mail Out Parent Notification Letters & Appointment Schedules](#)

WEDNESDAY, OCTOBER 5 (Late Start In-service Topics)

- Academic Conferencing Information & Process
- Understanding and Communicating State Assessments
- Modeling and Academic Conference

THURSDAY, OCTOBER 13 (Kid Day)

- Completion of LEP Forms in FileMaker During KID Day
- [Preview Video in Team](#)
 - Video Also Located Under Conference Schedules
- Complete Forms by Advisory Teachers in FileMaker
- Printed LEP Signature Forms Delivered from Central Office October 17

FRIDAY OCTOBER 14 (Teacher Work Day & 2 Hour PLC)

- In preparation for Academic conferences all advisory teachers will receive the following information:
- SMI and SRI Parent Reports
- State Assessments & How to Read State Assessment Guide
- After the Conference Parent Guide
- Paraprofessional Interpreters Schedule

ACADEMIC CONFERENCING WEEK

MONDAY, OCTOBER 17TH (Morning Announcements)

- **Conferences Morning Announcements:** Parent teacher conferences will be held on October 19 from 4:00–6:30 p.m. and October 20 from 12:30-7:00 p.m. Please have your parents check your conference schedule for date and time of conference. School will be dismissed at 11:30 a.m. on Thursday, October 20 and there will be no school on Friday, October 21.

TUESDAY, OCTOBER 18TH (Morning Announcements)

- **A.M. Announcements:** Parent teacher conferences will be held on October 19 from 4:00–6:30 p.m. and October 20th from 12:30-7:00 p.m. Please have your parents check your conference schedule for date and time of conference. School will be dismissed at 11:30 on Thursday, October 20 and there will be no school on Friday, October 23rd.
- Students can earn a non-uniform day when both parent/guardian and student attend a conference. Students will need to pick up their Conference Attendance and Parent Reflection form in the front lobby when entering the building. To qualify for a non-uniform day for Monday, October 24th, students will need to get at least an advisory and two additional teacher signatures. Students having three teacher signatures will turn in their Conference Attendance form to the library for a non-uniform day bracelet. (See Conference Attendance & Parent Reflection Form)

TUESDAY, OCTOBER 18TH

- **First Quarter Grade Reports & After Conference Forms:** Team Leaders will pickup first quarter grade reports, in the afternoon from the records clerk in the office and distribute them to advisory teachers.

WEDNESDAY, OCTOBER 21ST (4:00 – 6:30 p.m.)

- **Conference Attendance Form Distributed in Front Lobby:** Students will need to pick up their Conference Attendance form in the front lobby when entering the building.
- After each scheduled Academic conference teachers will provide each parent with a After the Conference Flyer (See After Conference Flyer)
- To qualify for a non-uniform day on Monday, October 24th, students will need to get at least an advisory and two additional teacher signatures. Students having three teacher signatures will turn in their Conference Attendance & Parent Reflection form to the library for a non-uniform day bracelet. (See Conference Attendance & Parent Reflection Form)

THURSDAY, OCTOBER 20 (12:30 – 7:00 p.m.)

Please Refer to 11:30 Early Dismissal Schedule

- **Reports Cards:** Advisory teachers return all conference no show report cards, SRI/SMI parent reports and State Assessments at 7:00 P.M. to the office for mailing. Remaining report cards will be mailed on Monday, October 26th.