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**PARENT-TEACHER CONFERENCES MEMORANDUM 2019–2020**

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To: Principals  
Cc: Executive Superintendents, Superintendents, Borough- and City-wide Offices, Chief Executive Officer of Labor Policy  
From: Ursulina Ramirez, Chief Operating Officer  
Date: August 26, 2019  
Re: Parent-Teacher Conferences for the 2019–2020 School Year

**ABOUT PARENT-TEACHER CONFERENCES**

Parent-Teacher Conferences allow administrators, teachers, and families to gain a shared understanding of students' learning and work together as partners in meeting their academic and social-emotional needs. September conferences may be the first time some families enter the school building. These conferences are an excellent opportunity to welcome and empower families as active members of the school's community, in accordance with one of Chancellor Carranza's chief priorities. The Parent-Teacher Conference dates listed in this communication are not intended to limit other types of meetings between teachers and families. We encourage individual conferences between parents and school personnel so that students can receive feedback on their work and promotion status as well as guidance and advisement at key points of their classroom journey. Communication with families should not be limited to conference times, but an ongoing dialogue throughout the school year. This includes leveraging the various channels your school uses to keep parents informed, via newsletters, letters backpacked home, etc. For more information on family engagement, please visit the [Parent-Teacher Conference page](#) on the employee InfoHub.

**The NYCDOE communicates city-wide Parent-Teacher Conference dates as follows:**

- A September evening conference/Meet the Staff night for single session, non-District 75 schools, which may be in an alternative format (Curriculum Night/Family Night or another format)<sup>1</sup>
- Fall (November) afternoon and evening conferences
- Spring (March) afternoon and evening conferences
- A May evening conference, for single session, non-District 75 schools

A full list of dates is on [the final page](#) of this memo. Schools that follow a multi-session schedule continue to have two, 2.5-hour conferences in the fall and spring.

**Please see important updates to the sections on [Multi-Level Schools](#) and [District 75 School Programs](#).**

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<sup>1</sup> Per contractual agreement, this September evening is a non-traditional PTC and is a Meet the Staff night, unless the chapter leader and Principal, in consultation with the SLT, agree to another alternative format such as Curriculum Night.

## **AFTERNOON CONFERENCES**

On the dates of afternoon conferences, students are dismissed three hours prior to the regular student dismissal time for the day. Schools must provide at least 3 hours of instruction on these days. Principals should make appropriate arrangements regarding lunch schedules and ensure that parents are informed of any changes. Two hours of the afternoon must be devoted to conferences.

**Schools may not deviate from the citywide dates for afternoon conferences listed in this memo without prior approval.** If individual parents have date and time conflicts, they should be encouraged to schedule a Parent-Teacher Conference at a mutually agreed-upon time. Schools that feel it is necessary to hold their afternoon conference on a date that differs from the citywide schedule must receive written Central approval in advance via the [Calendar Change Request application](#). Schools must avoid dates that conflict with another grade level's citywide conferences. For purposes of attendance and State aid, all days scheduled for afternoon Parent-Teacher Conferences must be recorded as instructional days; schools must take daily attendance on these days. For more information on submitting a calendar change, please visit the [Calendar Change Request page](#) on the employee InfoHub.

## **EVENING CONFERENCES**

Single session, non-District 75 schools hold four, three-hour long, evening conferences throughout the school year (including "Meet the Staff Night" in September). Schools may obtain a School Based Option (SBO) vote and select dates for evening conferences that are different from those listed. Although specific dates can be changed, September and May conferences must be held during their respective month. The date and time selected must be conducive to parent participation and cannot occur on holidays or days of other major events. Schools must avoid days when other grade level citywide conferences are being held as well as days that coincide with the eve of a religious holiday (particularly religious observances that commence at sunset). Conferences may not begin before 4:30 p.m. and must end no later than 8:00 p.m.

Some schools have decided to conduct afternoon and evening conferences on the same day; this practice is permitted, however schools must ensure that the full time commitment is met.<sup>2</sup> High Schools and Adult and Continuing Education programs should cancel all other evening activities on the evenings conferences are held.

## **WEEKLY BLOCKS OF PROFESSIONAL DEVELOPMENT, PARENT ENGAGEMENT, AND OTHER PROFESSIONAL WORK**

If conferences are scheduled on days in which staff normally engage in parent engagement and/or other professional work, staff members are required to continue the regularly scheduled professional development, parent engagement, or other professional work time.

## **MULTI-LEVEL SCHOOLS (K–8, K–12, AND 6–12)**

Open school nights and parent-teacher conferences for K–8, K–12, and 6–12 are scheduled on specific dates, as indicated below. In previous years, schools that serve multiple grade bands could select their own dates from the choices for elementary, middle, and high schools; however due to a change in the UFT collective bargaining agreement, these schools must observe the scheduled dates below. K–8 schools observe the elementary dates and K–12 and 6–12 schools observe the high school dates.

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<sup>2</sup> Wherever possible, the date of the afternoon-conference should be kept in place, so that busing schedules for the half day are not affected.

## **DISTRICT 75 SCHOOL PROGRAMS**

District 75 programs co-located with non-District 75 schools may share the same Parent-Teacher Conference dates as their co-located schools. If the non-District 75 school requests and receives approval to move the date of their afternoon parent-teacher conferences, they must also specify any affected District 75 bus routes so that students who are in “inclusion programs” at the site are also accommodated. Self-contained District 75 schools should follow the schedule listed for District 75 school programs.

Schools that feel it is necessary to hold their afternoon conference on a date that differs from the citywide schedule must receive written central approval in advance via the [Calendar Change Request application](#).

## **PARENT-TEACHER CONFERENCE SCHEDULE**

### **Elementary Schools and K–8 Schools**

Thursday, September 12 – evening\*

Wednesday, November 13 – evening | Thursday, November 14 – afternoon (half day for students)

Wednesday, March 4 – evening | Thursday, March 5 – afternoon (half day for students)

Thursday, May 7 – evening\*

### **Middle Schools and District 75 School Programs<sup>^</sup>**

Thursday, September 19 – evening\*

Wednesday, November 6 – evening | Thursday, November 7 – afternoon (half day for students)

Thursday, March 12 – evening | Friday, March 13 – afternoon

Thursday, May 14 – evening\*

### **High Schools and K–12/6–12 schools**

Thursday, September 26 – evening\*

Thursday, November 21 – evening | Friday, November 22 – afternoon (half day for students)

Thursday, March 19 – evening | Friday, March 20 – afternoon (half day for students)

Thursday, May 21 – evening\*

\* The evening conferences held in September and May only apply to single session, non-District 75 schools. Schools that follow a multi-session schedule will continue to have two, 2.5 hour conferences in the fall and spring.

<sup>^</sup> District 75 programs co-located with non-District 75 schools may share the same Parent-Teacher Conference dates as their co-located schools. If the non-District 75 school requests and receives approval to move the date of their afternoon parent-teacher conferences, they must also specify any affected District 75 bus routes so that students who are in “inclusion programs” at the site are also accommodated. Self-contained District 75 schools should follow the schedule listed for District 75 school programs.

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