



The George J. Ryan Middle School 216 Queens

Academies of Excellence

64-20 175 Street

Fresh Meadows, New York 11365

Telephone: (718) 358-2005

Fax: (718) 358-2070

Principal

DR. REGINALD LANDEAU JR.

Assistant Principals

DR. DAPHNE VANDORN
JESSICA BADER

Assistant Principals

AJITH SATYA
PATRICK ROBERTS

Step-By-Step Parent/Guardian Parent Teacher Conference Scheduling Instructions

1. Visit the school's homepage (www.ryan216.org)
2. Scroll down to "Online Parent Teacher Conference Scheduling"
3. From the Online Scheduler Home Page
 - a. Choose your student's school from the drop down list and click "GO"
 - b. Enter the school password (ryan)
 - c. Enter your student's "Student ID". If you do not know their 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. Write down the Confirmation Number (you will need this number to cancel your appointment)

Please make sure you Confirm you're appointment, if you do not receive a confirmation number you do not have an appointment.

Need help? Contact the school's Online Scheduler™ specialist:

Mr.Nichols

E-mail: jnicholshillian2@schools.nyc.gov

Scheduling will be From November 1, 2019-November 6th, 2019.