

March 20, 2025

Dear Parents/Guardians,

As announced in the Weekly Update on March 17, requests for Parent Teacher Conference phone calls open on your Talos account on Friday, March 21, 2025 at 8:00 am. Requests may be made through Friday, March 28, 2025 at 5:00 pm. **There is no other way to make requests for conferences except through your Talos account.** If you encounter difficulty accessing your parent account, or you do not have one, please contact Ms. Ingram at ringram3@schools.nyc.gov. **Do not wait until March 28 to indicate an issue with Talos.**

Note: You will NOT see the PTC green button until 8:00 am on your Talos account. Do not email us indicating the button is not there. It will be there at 8:00 am on March 21, 2025.

Please read this email thoroughly before entering requests on Talos.

INSTRUCTIONS:

1. Go to your *parent* account at talos.stuy.edu (this form is not available on student accounts) on a computer or laptop – we encourage you not to go through this process from a smartphone or tablet.
2. **DO THIS FIRST! Make sure you are in the 2024-2025 Term 2 school year for choices to populate! If you don't see your child's current teachers, you are NOT in the right Year and Term. If you submit in the wrong year and term, you will receive appointments with the wrong teachers which will result in no phone calls. Go to the upper right corner after logging in on a computer and toggle to 2024-2025 Term 2.**
3. **If you have more than one child at Stuyvesant, you MUST choose the student from your Home Page and submit requests for each child.**
4. Click the “PTC” button beside your student’s photo. (it is **GREEN** and says PTC) **Note:** some students do not have photos on Talos - the **green PTC button** is beside the student's name. You will only see this button from 3/21 at 8am to 3/28 at 5pm.
5. Fill out your form ranking the teachers in priority order. (*i.e. Choice 1 is the teacher you most wish to speak with*)
 - a. **Be sure to indicate if you need interpretation services on the form.**
 - b. **Please be sure to carefully review the phone number you enter on the form as we cannot change it for you.** If you make a mistake, correct it before March 28, and save the form again or you will have to contact teachers when you receive appointments to update them with any change in phone number.
6. Click the “SAVE” button. A Green box will appear in the upper right corner of the screen with a checkmark and the word “saved”.

- a. You will see what you entered on that page once it's saved. If your form is blank the next time you log in to Talos and click PTC, then you didn't click the "save" button, and no requests were made.
- b. You will receive an email with a copy of your requests to the email address logged in on Talos at the time the requests were made. *This is not a confirmation of appointments. It is a copy of your requests.*
 - i. **Remember: you are making requests, not appointments.** You will be programmed for as many appointments as possible in the allotted time by an algorithm. You will receive confirmed appointments via email on Tuesday, April 1, 2025.
- c. You may edit your choices until 5:00 pm on March 28.
 - o Requests are not first come/first serve.
 - o No appointments will be assigned until after the request period ends.
- REMEMBER: **There is one form for each student.** For this reason, only ONE parent should fill out the form on Talos.
 - o The last data set entered on the Talos PTC form is remembered by the system no matter which parent/guardian fills it out.
 - o If there are special circumstances in split households which require individual conferences by court order, please reach out to Ms. Ingram or Ms. Tang to discuss.

Confirmed appointments will be emailed on Tuesday, April 1, 2025. You may not be scheduled for ALL your requests – this is NOT an error. The number of teachers that parents will speak to is dependent upon the number of parents that sign up; how many teachers they are interested in speaking to; and the number of appointments that can be scheduled in the allotted time frame including translation time and counselor assignment, which extends conferences. It's important to put your requests in priority order and remember this is not your only opportunity to discuss or request information from teachers on your child's progress. Parent engagement is ongoing throughout the year.

The Parent Teacher Conferences (PTC) will take place via phone calls on: **Thursday, April 3, 2025 from 5:30pm to 8:00pm** and/or **Friday, April 4, 2025, from 1:00pm to 3:00pm.**

- Conferences with teachers are 5 minutes each or 8 minutes if interpretation is needed.
- Conferences with counselors are 10 minutes each or 12 minutes if interpretation is needed.
- Be available on your appointment date to answer calls that say "unknown", "private" or "unlisted" on April 3 and/or April 4 as teachers may call from private phone numbers.

Report cards will be available on Talos and NYC Schools Accounts on March 25, 2025. We encourage you to use your JupiterEd account to view your child's progress. If you need assistance with JupiterEd, please reach out to Eric Lin at elin41@schools.nyc.gov. To view report cards on

Talos, ensure you are in the 2024-2025 School Year Term 2 in the upper right corner and click GRADES, then click 'MP1' on the right.

Tips and Insights:

- Confirmed appointments are emailed to you on April 1 – they are not visible on Talos nor are your requests after 5pm on March 28 when we close the portal. Your requests were emailed to you from Talos when you submitted them.
- Indicating availability on either date increases probability of programming options within the slots available in the algorithm. Choosing only one date and timeframe, especially when you have more than one child, reduces the number of conference slots assigned by the algorithm due to an applied constraint.
- Please do not contact teachers outside of Talos asking them to “add” you to their schedule. Teachers will have calls scheduled during their allotted time frame on April 3 and 4. You *may* contact teachers at any time during the year to speak about your concerns. Parent engagement is ongoing throughout the year.
- Parents/Guardians of students in grade 11 & 12 will be prioritized to see College Counselors if chosen.
- Parents/Guardians in all grades 9-12 may opt to see a School Counselor. Priority will be given to grades 9 and 10 if chosen. Remember when requesting to speak with counselors that they have greater flexibility with parent contact for times besides PTC.
- **Changes cannot be made once appointments are distributed.**
- Parents of students with IEPs may select to see a special education teacher.
 - Requests to speak to the Assistant Principal to discuss special education should be made directly to Ms. Paulson at gpaulson@schools.nyc.gov *after* you receive your appointments so that you do not schedule a call in conflict with your conferences that will be scheduled.
- If you are not scheduled to receive a phone call from a teacher you need to speak with, please wait until after April 4 to request information from them.
- If a teacher is absent on PTC, they will contact you to arrange a mutually agreeable alternate time to have the phone call; we cannot 'fill in' your schedule with more calls due to absences.

All the best,
Stuyvesant High School