

Directions for Parents/Guardians

Parent Teacher Conferences are scheduled online through a system called Pick-a-Time. Here are the instructions on how to log on. **All conferences are held in the MPR and there is no need to schedule travel time in between conferences. You may schedule back-to-back conferences.**

Conferences will be held on:

Thursday, October 29, 2015 from 11:00AM – 7:00PM and

Friday, October 30, 2015 from 7:00AM – 2:00PM.

Go to <https://pickatime.com/client?ven=11600408&event=281450> then,

Register (new users)

1. Enter your email address and click on “Login/Create Account.”
2. Fill in the required fields and register.
3. For each student, enter a student ID number (Student’s first and last name concatenated ex. BenjaminFranklin) and birthdate. Please call the front office if you have any questions.

Sign In

If you have previously registered, then all you need to do is enter your email and password. The system will know which appointments you need and the students you have added to your account.

Scheduling

1. Each colored square represents an available meeting time. The legend shows you which teacher corresponds to which color and the times progress as you go down the page. (**Note:** You will not see all of the teachers, just the set of teachers that your student has classes with.)
Click on a square to book that time.
2. You may choose to have a reminder email about your appointments sent to you at a specific time.
3. Click “Create Appointment.”
4. Click “Return” to go back to making appointments.
5. Repeat until you have scheduled a time with each teacher.
 - At any time you can click on “printable schedule” (at the top of the page) and print the resulting web page to obtain a hard copy of your schedule.
 - If you would like to make changes to your schedule, you can log in at any time with your email and password.
 - Click on “**Your Schedule**” to display and hide your appointments. There will be links to change the time, or cancel the appointment.