

The Parent/Teacher Conferences will be held on **Thursday and Friday, March 29 & 30**. Conferences are an opportunity for you to learn about your child's progress. We expect each parent to take advantage of this opportunity and schedule an appointment. We will again be using the internet-based appointment booking system called Pick A Time to coordinate meeting times. You will use your internet browser to make appointments with your child's homeroom or advisory teacher. This system will work for students enrolled in both CES and SHB. **THE PICK A TIME SITE WILL BEGIN ACCEPTING APPOINTMENTS AT 10A.M. ON THURSDAY, MARCH 15** appointments can be scheduled through **TUESDAY, MARCH 27**.

GRADES K-6 -- PARENTS - Make an appointment with your child's homeroom teacher.
GRADES 7-8 -- PARENTS - Make an appointment with your child's advisor

If you registered for last semester's conferences:

Over 95% of our parents signed up on line for our conferences last time. If your email address has not changed, you are still in the Pick A Time system and can log on easily. Use this url to get started:
<https://www.pickatime.com/schedule.jsp?ven=11600392>

You need to use the same password you used last time to gain access. If you have forgotten that password, go to "forgot password". When you have logged on with the correct password, your child(ren) will appear without further entries.

If you did not register for last semester's conferences:

You are new to our school or you did not make a conference appointment last semester, or if you have a new e-mail account, so HERE ARE THE INSTRUCTIONS:

Click on the following URL: <https://www.pickatime.com/schedule.jsp?ven=11600392>

REGISTER

- o Enter your email address and click on "Login/Create Account."
- o Fill in the required fields and register.
- o Click on "Add."
- o For each child, enter her/his student ID # and birthday and then click "Add"
- o Once all your children are listed at the top, click "Done."

***Your child's ID number is the same as her lunch number or library number. If you do not know this number, start by asking your daughter - she should know it. If she does not, we can give you this information -- call Rae Marie England, 292-3126 or Karen Glaub, 292-3136.**

o Each colored square represents an available meeting time. The legend shows which teacher corresponds to which color, with the times available each day. (Note: You will see only the names of those teachers available to meet with you.) Click on a square to book that time.

o Enter when you would like the reminder email to be delivered, and click "Create Appointment." If you have more than one child at the school, repeat for each additional teacher with whom you would like to meet.

o If you want to change your schedule, you can log in at any time using your email and password.

o If you have more than one appointment, they will be hidden. Click on the blue circle to the left of your name at the top of the screen to show your appointments. There are links to modify the time, or cancel the appointment.

o At the top of the page, click on "print schedule" for a hard copy.

The Pick A Time site will be available beginning 10 a.m., Thursday, March 15. The last opportunity to schedule an appointment is Tuesday, March 27 at the end of the school day. We will be offering free on-site childcare for currently enrolled students during your conference time only. Further information to follow as the date approaches.