

Parent/Teacher Conference Day is Friday, March 3rd

It's time to plan for parent teacher conferences which will be held on Friday, March 3rd in the Student Lounge and the Library Commons from 8:00 a.m. to 5:00 p.m.

Scheduling for conference times will be done on-line beginning at **6:00 am Monday, February 27th** and will continue through **midnight on Wednesday, March 1st**. Below you will find step-by-step instructions for scheduling. We have tried to make this process as smooth as possible but if you have difficulty, please call me, Judy Kelly, at (206) 546-7245.

Remember, the module won't be open for you to begin scheduling conferences until **6:00 am on Monday, the 27th**.

1. Click on the link: <https://pickatime.com/client?ven=11604735>
2. Enter your email address
3. Create your own password
4. Click on "**Login/Create Account**"
5. On the next screen verify your email by re-typing it, type in your first name (**parent**), your last name (**parent**), verify your password by re-typing it, then click "ok"
6. **IMPORTANT:** Under "**student ID**" enter your student's full first and last name **as it appears in RenWeb with no space between their first and last name** (no nicknames – no spaces). For example, jonathansmith.
7. Under "**student birthday**" enter two digits for the month, two digits for the day and four digits for the year adding the slashes between. For example, **02/22/1994**.
8. Click "**add**"
9. On the next screen, your student's teachers will appear. Follow the instructions on the page to schedule an appointment for each teacher that you want to see (click on the colored box to book your preferred time slot).
10. When you click on a specific time slot, you will automatically come to a screen where you will choose "**create appointment**" or, if your fingers were too quick and you didn't really want that time slot after all, you can click "**return**" and go back to the scheduling page.
11. Once you click "**create appointment**" you will automatically return to the scheduling page allowing you to schedule the next teacher.
12. If you only have one student, choose "**printable schedule**" at the top right of the webpage. From there, you can choose to **print** your schedule or you may **email it** to yourself.
13. If you have **multiple students**, put the information for your next student in the boxes provided on the right side of the page and choose "add." Once you have all of your students added, choose "**printable schedule**" at the top right of the webpage to print all of your appointments at once.
14. If the teacher's schedule is full, feel free to email the teacher directly.