

Parent Teacher Conferences

Parent/Teacher Conferences will be held after school on Thursday, March 21st, and during the day on Friday, March 22nd. **Dismissal will be at 2:45p.m. on Thursday** so we can prepare for conferences. *Please arrange to pick up your child at 2:45pm. After Care will be available as usual.* **There is no school on Friday, March 22nd, however After Care will be available.** If you are planning on using After Care on Friday, please make sure to complete the registration form found in your MyBackpack.

All parents: Once again we will be using the Internet based appointment-booking system from “Pick A Time” to coordinate meeting times for the conferences. Make sure you choose the correct options from the drop down menu in the upper left hand corner of the page: Middle School = *2019 MS Spring P/T Conference*; Lower School (PreS-5th) = *2019 LS Spring Parent/Teacher Conferences*. You will use your browser to select which teachers you would like to meet and when.

Lower School parents (Preschool – 5th grade): Since our special subject teachers (science, art, Spanish, drama, music) are responsible for the *entire* lower school, not everyone will be able to schedule a conference. Please know that if a time slot is not available for you, and if you feel you would like a conference, please email the teacher for a time to meet after March 22nd. Teachers are happy to schedule a separate time to talk with you. Junior kindergarten and kindergarten science students: Because Mr. Oremland conducts conferences with his Otter students during these days, there might not be enough slots available for science conferences. If you wish to meet with Mr. Oremland regarding science, please email him to schedule a mutually agreeable conference time. LS Spanish students: Please note Mrs. Samuel is not available March 21st and 22nd but has opted to hold conferences on March 18th and 19th. These slots are available in Pick-A-Time. Mrs. Shah’s students: Please note that Mrs. Shah will not be available for conferences on the 21st or 22nd but will be contacting parents to schedule conferences outside of these days.

4th and 5th grade parents: Ms. Hoffmann, Mrs. Dotoli, and Mr. Tuten teach **ALL** Middle School students and also cross over to teach art to our 4th graders, drama, art and STEAM to our 5th graders. Regretfully, we are unable to schedule a specific time for 4th and 5th grade parents to meet with those teachers during regularly scheduled conference times. However, all special subject teachers will make themselves available for a conference, upon your request. If you desire a conference with those teachers, please send them an email requesting a mutually agreeable conference time. In addition, if your student is taking a MS Math class with either Mr. Frank or Mrs. Howe, please feel free to contact me so that I may block off time with them for you to meet with either of these teachers during their regular conference time. Please know that Middle School teachers only allow 8 minutes of conference time, as they have a larger student base to accommodate.

“Pick A Time” Instructions - - - Go to the following address:

<http://Pickatime.com/schedule.jsp?ven=11600501>

This link will be open from March 5th – March 19th. The system will be closed after 11 am on the 19th.

New Users – Register

Parent Teacher Conferences

Enter your email address, create a 6-letter/digit password and push "Login/Create Account". (Remember your password as you will use the same email address and password each time to enter "Pick A Time".)

- Fill in the required fields and register.
- For each child, enter his/her student ID, the security code (birthdate – do not include leading zeros – use 4-digit year), and push "Add". *If you do not know your child's ID number, you can contact the school.*

Previous Users - Sign In

If you've previously registered, all you need to do is enter your previously registered email and password login information. The system will know about your appointments and the children you added to your account.

Scheduling

Each colored square represents an available meeting time. The legend shows you what teacher corresponds to what color and the times increase as you go down the page. **Click on a square to book that time.** Middle School, if you would like time to meet with your child's advisor, please arrange for a separate appointment for another time other than parent teacher conference time.

- After you set when you want the reminder email to be delivered, click "Create Appointment".
- Repeat until you have a time with each teacher you'd like to visit.
- At any time you can click on "printable schedule" and print the resulting web page to get a hard copy of your schedule.
- If you want to make changes to your schedule, you can log in at any time until October 19 with your email and password.
- 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 will be links to modify the time, or cancel the appointment.

Sincerely,

Donna Wozniczka (donna.wozniczka@questacademy.org)