

## Parent View/ How to schedule Conferences

**Students in grades K-2:** All of your child's teachers will appear. Please only schedule a conference with the homeroom teacher.

**Students in grades 3-5:** You may schedule a conference with any teacher who teaches your child.

**Students in grades 6:** Please schedule conferences on Monday, November 20, with any teacher that teaches your child.

**Students in grades 7-8:** Please schedule conferences on Tuesday, November 21, with any teacher that teaches your child.

***\*\*\*Once you confirm a time slot, you cannot change it. If you need to change or cancel your time slot please email your child's teacher or Mrs. Woolley at [cwoolley@saintagnes.com](mailto:cwoolley@saintagnes.com) and they will change it in Sycamore for you. \*\*\****

Parents can access their P/T conference schedule either from the school's Homepage by clicking on 'Check Your Schedule' or under **My School | P/T Conference**.

My School / P/T Conference / Fall Parent Teacher Conferences

Availability Summary

Student  Date

Book a conference below. Each conference will be 15 minutes. Green indicates an available time.

Teacher	6:00am	6:20am	6:40am	7:00am	7:20am	7:40am	8:00am	8:20am	8:40am	9:00am	9:20am	9:40am	10:00am	10:20am	10:40am	11:00am	11:20am	11:40am	12:00pm	12:20pm
T. Bell	Green	Green	Green	Green	Green	Green	Green	Green	Red	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green
M. Sherrod	Green	Green	Green	Green	Green	Green	Green	Green	Red	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green
M. Clark	Green	Green	Green	Green	Green	Green	Green	Green	Yellow	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green
S. Addis	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red

Callouts:

- Times are blocked or unavailable (points to red cells)
- Time reserved for other student in family. (points to yellow cell)
- Time slot reserved for selected student. (points to blue icon in green cell)
- Available Times (points to green cells)

- Select a student.

- Select a date.
- Click on one of the green squares to schedule a conference for that time slot.

## Scheduling appointment

After clicking on a green square to pick a time, a new window will pop up and you can confirm your time.

My School / P/T Conference / Fall Parent Teacher Conferences

Availability

Student  Date

Book a conference below. Each conference v

Once confirmed, a meeting can only be canceled by contacting the teacher.

Teacher	6:00am	6:20am	6:40am	7:00am	7:20am	7:40am	8:00am	8:20am	8:40am
M. Clark									
J. Aardvark									



- Click to  appointment on the 'Confirm Meeting' pop-up window.
- The time slot will show the icon.

## Print Parent/Teacher Summary Report

P/T Conference / Fall Parent Teacher Conferences

**My Schedule**

Date	Student	Teacher
<b>Tue Dec 1st</b>		
12:00 pm	Nikki	Tina Teacher
1:30 pm	Tiffany	Sophisexit Addis
<b>Tue Mar 29th</b>		
No Appointments		
<b>Tue May 10th</b>		
7:40 am	Brian	John Aardvark
8:40 am	Brian	Mary Clark
10:20 am	Tiffany	Sophisexit Addis

- Click  button to show a list of scheduled appointments.
- Click  to get a printout of your schedule.