

Lower School Conference Signup Instructions

1. Online conference registration will be open from 7:00 p.m. on October 7 until noon on October 18.
2. Access the Family Resources Page at <http://www.columbusacademy.org/parents>.
3. Scroll down the page to Lower School Resources. Click on the link for LS Conference Scheduler. This will take you directly to the Lower School's online conference scheduler.

Create an Account/Log In:

1. Enter your email address.
2. Enter a password of your choice. Please remember your password, as the school is unable to retrieve it should you forget it.
3. Click **Add**.

Add a Student:

1. Enter the **StudentID**, which is your student's first name, last name concatenated to the format FirstnameLastname (e.g. RobertSmith). If your child uses a nickname, use his or her full given first name.
2. Enter the student's birth date in the following form: 8/23/03 or 10/4/04.

Available conference times for your child's teachers will be displayed with a color-coded legend on the top. **3YO-Grade 4 classroom conferences are 30 minutes in length. Grade 5 and co-curricular conferences are 10 minutes in length. Due to travel time as well as maintaining the same time frames for conferences 3YO-Grade 12, you will not be able to schedule back-to-back conferences.**

To add additional students, go to the "Enter Values" box on the right side of the page.

Schedule Conference Appointments:

1. Schedule appointment by clicking the appropriate box in the time grid.
 2. Enter the number of days prior to appointment that you wish to receive an email reminder (default is set to 5 days).
 3. Click on **Create Appointment**. Appointment confirmation information will be displayed.
 4. Click **Return** to schedule your next conference.
- ***Scheduling conflict messages will appear in red at the top of the page.**

View Conference Schedule:

1. **Cancel**: Allows you to cancel appointment time. Just click **Cancel Appointment** or click **Return** if you change your mind.
2. **Details**: This information contains the same information as Appointment Confirmation.
3. **Edit**: Allows you to change the number of days before conferences to receive the email reminder.
4. **Change Time**: Your current appointment will be highlighted in red. You will be prompted to select a new date/time. The new one will replace your old date/time unless indicated by a scheduling error message at the top of the page. Click **Change Appointment**.

Printable Schedule:

View and print your conference schedule. It is extremely important for you to verify your conference dates/times. The report includes Parent Conference information (date, time, teacher, room and student name) in an easy-to-read format.

For questions, please call Michelle Saling (614-509-2258) in the Lower School Office.