

February 10, 2020

Dear Parents and Guardians,

Please note that the Lower School Faculty will be conferencing with parents on Wednesday, February 26 from 3:50-5:40 PM, Thursday, February 27 from 1:00 – 8:00 PM (students dismissed at 12:00 PM) and on Friday, February 28 from 8:00 AM – 3:00 PM (no school for students).

We will be offering online conference sign-ups for both classroom teachers and co-curricular teachers. While we encourage you to meet with co-curricular teachers, please do not feel you must schedule a conference with each one. With over 400 students in the Lower School, there are not enough slots available for every co-curricular teacher to meet with every parent. As always, they will be more than happy to chat with you in person, via email or by phone outside of the conference dates.

We are “attaching” specific instructions for conference sign-ups and ask that you contact Michelle Saling (614-509-2258) in the event that you are unable to access our system successfully.

Parents may schedule classroom and co-curricular conferences using the online scheduler from 7:00 PM on Monday, February 10<sup>th</sup> through 12:00 PM on Friday, February 21<sup>st</sup>. The program will be open and available for use 24 hours a day during that time. The scheduling program will accommodate as many parents as possible, but conference times are available on a first come, first served basis. Priority in scheduling is given to those who most promptly schedule in accordance with the directions provided here.

We look forward to seeing you on the 26<sup>th</sup>, 27<sup>th</sup> and 28<sup>th</sup>, and please let us know if you have any difficulty signing up for conferences this month.

Thanks for your kind attention.

Respectfully,

Mark Hansen  
Head of Lower School

### LS Conference Sign-up Instructions

1. Online Conference Registration will be open from 7:00 pm on February 10 until 12:00 pm on February 21.
2. Access the Columbus Academy website <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 LS conference scheduler.

#### Create an Account/Log in:

1. Enter your email address.
2. Enter a password of your choice. Please remember your password, as I am 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 their 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. We have built in 10 minutes travel time between conference slots. You will 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.**

#### Your Schedule...View your 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.

**Questions???** Please call Michelle Saling (614-509-2258) in the Lower School Office.

**SAVE THESE INSTRUCTIONS FOR FUTURE USE**