

**IMPORTANT NOTICE**

February 13, 2018

Dear Lower School families,

Please note that the Lower School Faculty will be conferencing with parents on Thursday, March 1<sup>st</sup> from 3:45pm – 7:30pm and on Friday, March 2<sup>nd</sup> from 7:30am – 3:45pm.

We will be offering online conference sign-ups for both classroom teachers and specialist teachers. While we encourage you to meet with co-curricular (specialist) teachers, please do not feel you must schedule a conference with every specialist. With nearly 430 students in the Lower School, there are not enough slots available for every co-curricular teacher to meet with every parent. As always, these teachers 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 conferences using the online scheduler from 7:00pm on Thursday, February 15<sup>th</sup> through noon on Monday, February 26<sup>th</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 with priority in scheduling given to those who most promptly schedule in accordance with the directions provided here.

**NOTE: Parents of 5<sup>th</sup> grade students.** The Student Led conferences begin on Thursday, March 1<sup>st</sup> at 3:45pm. Your child is expected to attend and lead this conference. Please sign up for a 30-minute slot from the pick-a-time category, Grade 5 Student-Led Conferences.

We look forward to seeing you on the 1<sup>st</sup> and 2<sup>nd</sup>, and please let us know if you have any difficulty signing up for conferences this month.

Respectfully,

Mark Hansen  
Head of Lower School

### **LS Conference Sign-up Instructions 2017-2018**

1. Online Conference Registration will be open from 7:00 PM on February 15th until noon on February 26th.
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. Grade 5 parents: Click on link for Grade 5 Student Led Conferences.

#### **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. If you have signed up for lunch bunch, you will use the same password.
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. **Conferences are 25 minutes in length with 5 minutes travel time between conferences.** This enables us to allow you to schedule back-to-back conferences. **Specialist conferences are 10 minutes in length with 5 minutes travel time.**

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.**

#### **FIFTH GRADE STUDENT-LED CONFERENCES:**

1. Login to Pick-A-Time.
2. Choose ONE 30-minute time slot for your student-led conference.
3. Set the appointment reminder.
4. Click on **Create Appointment**. The appointment confirmation will be displayed at the top of the page.
5. Choose only one time slot for each fifth grader.

**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 (509-2258) in the Lower School Office.

**SAVE THESE INSTRUCTIONS FOR FUTURE USE**