



Columbus Academy

Directions for Scheduling Middle School Parent-Teacher Conferences

Register

1. Access the Family Resources Page at <http://www.columbusacademy.org/parents>.
2. Scroll down the page to Middle School Resources. Click on the link for Middle School Conference Scheduler.
3. Enter your email address and create a password. If you do not have an email address, you can enter in yournamefirstname.yournamelastname@noemail.com.
4. Fill in the required fields and register.
5. Enter student ID (FirstLast name, ex. JanDoe)
6. Enter student's birth date (ex. 11/9/98 or 3/22/96)
7. Click Add

Scheduling

1. Once you have registered, select your conference grade (6th, 7th or 8th). Once your grade has been selected, you will be able to view available appointment slots. Please remember you are signing up for **ONE 10-minute** conference.
2. Each colored square represents an available meeting time. To select an appointment time, simply click on the time slot of your choice.
3. You will have the option to choose and set up an email reminder to be sent to your email inbox.
4. Click "**Create Appointment.**" This will confirm your appointment for the date and time you selected.
5. To end your session, select "logout."

Once you have completed scheduling your teacher-led conference, you can print a copy of your scheduled conference time. If you have a need to cancel and reschedule your appointment time, revisit our conference link, login with your email and password and make the necessary changes.

Questions or concerns, please contact Nicola Jackson (614-509-2264) in the Middle School Office.