

Parent/Teacher Conferences are booked through  
the PickATime System, available 24/7!

Most families will have a log-in from the previous conferences that allows you access to the system and to schedule appointments for your child/ren.

If you are new or do not have a log-in you will need to create a log-in.

The system has the ability to email you your schedule, send reminder emails and directly add it to your calendar. You will also be able to log in and make changes to your schedule if needed.

To begin, please follow these instructions:

1. Click the link to log on: [PICKATIME](#)
2. Enter your email address
3. Enter/Create password
4. Update/Complete the required information
5. If you have already scheduled conferences in the past, your child/ren should already appear.

If not, to locate your child you will need to enter the following:

Student ID: firstnamelastname (no spaces)

Student's birthday: your child's birthday (XX/XX/XX)

6. Select the conference day you wish to book.
7. Each child's individual class will appear.
8. You will now be able to enter any additional children and their schedule will then appear.
9. Follow the website instructions for booking your conferences.