

**Parent-Teacher conferences are scheduled
Wednesday, December 11 (4:00-8:00)**

Scheduling conferences is in an on-line format

The site **OPENS Monday, December 2 at 6:00 p.m. and CLOSES Monday, December 9 at 11:55 pm.**

- Please follow these easy steps to see your child's teacher and make your own schedule.
- To begin, WATCH the Video tutorial of the on-line conference scheduling system. This can be found on the "Conferences" banner on the HS web site. The steps the video reviews for you:
- Log-in to <https://www.pickatime.com/ephs>. OR go to the HS website, the FEATURE "Conference Information", and click the easy link "MORE" to schedule.

NOTE: Each email address with pickAtime can only have 1 password. So if a parent logged into the 8th grade scheduler last year and created a password for their email address and are now using that same email address,

FIRST TIME SCHEDULING: (if previously scheduled, SKIP to # 4)

1. The first page is "Welcome to the EPHS Online Scheduler". Enter your email address and click on "log-in / create an account".
2. On the second page under "EPHS requires the following information", confirm your email address, enter your First name and Last Name and CREATE your own password for your account.
3. On the next page, for each child at the high school, enter their student ID and their birthdate (using MM / DD / YY format) and press "Add". You will then see your student's teacher list and schedule.

IF YOU HAVE SCHEDULED ON-LINE PREVIOUSLY, after clicking on the link to scheduling:

4. Please use your email address for the login; then use the last password you created. Forgot it? Click on the lower "Forgot My Password" button. The system will email you a new one.

The name of the teacher is color coded to correspond to their schedule.

*** If there is a student teacher or temporary sub, it will be the primary teacher's name. If a teacher is booked, you will see that time blocked.

*** **If your student had a schedule change AFTER Wednesday, Nov. 13**, the previous teacher will show on the schedule. Please call 952-975-8015 for help scheduling the appropriate teacher.

5. Once you input your times, your schedule will be available in printable format. You can also have an email reminder sent to your address.

- OR...If you don't have access to a computer, there are request forms available at Student Center South. These need to be completed by parent(s) / guardian(s) and you will be scheduled as best as possible. Be sure to include the name (FIRST and LAST if possible) of each teacher you wish to conference with and the subject taught. ***This is DUE by Friday, December 6.***
- **HELP?** Contact Camille Hallen at 952-975-8015.
- **Conferences are centrally located in the Main Commons, Student Support Services offices, Media Center, and Work Experience room.** They are scheduled in 8-minute time slots with two minutes passing time in between. Limited drop-in times may be available for some teachers.

***Teacher locations will be posted on Friday, December 6 on the website and at all school entrances.
Principals, counselors & deans are also available in their offices.***