

*Corey J. Stoops, Principal   Katrina H. Durstock, Assistant Principal*

### **Parent/Teacher Conference 2018 Additional Details**

Parent-Teacher Conferences for ALL GRADE LEVELS (Preschool – 8) will be held at Guardian Angels School on **Monday, November 19, 2018 from 3:00 pm-8:00 pm and Tuesday, November 20, 2018 from 3:00pm-7:30pm.** We recommend that all parents with children in grades Preschool-3 meet with homeroom teachers. However, with grades 4-8 being departmentalized, conferences may be considered optional.

#### **Preschool and Primary (KDG-3) Grades**

If you have a child in Preschool-3 grade you will schedule a 15 minute conference with their homeroom teacher. Conferences will take place in the individual teacher's classroom.

#### **Grades 4-5**

If you have a child in either grade 4 or 5, you will schedule a 15 minute conference with the team of teachers for that grade level. Teachers are grouped as teams in the PickATime scheduler. Conferences will be held in the teacher's classroom.

#### **Grades 6-8**

If you have a child in grades 6-8, parents should schedule a conference with each individual teacher that they wish to speak with. To allow for the maximum amount of conferences, the slot times for each teacher are only 5 minutes in length. To limit transition time, all conferences for grade 6-8 students will take place in the Undercroft where each teacher will be seated at their own table. **Important Note: Subjects are not specified for each teacher, if your student has a teacher for multiple content areas you only need to schedule one slot time for that teacher.**

#### **Specials Teachers**

Special area teachers will be in their classrooms and available to speak with parents during the parent/teacher conference hours. Parents do not need to schedule a specific time with specials teachers, but are welcome to stop by the individual classrooms at their convenience.

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### **PickAtime Conference Scheduling Directions**

Access the Parent Teacher Conference Scheduler by entering this URL in your web browser: <https://pickatime.com/gaschool>

#### **To Register**

1. Enter your email address and push "Login/Create Account".
2. Fill in the required fields and register.
3. **For each child**, enter your child's student ID which is their **first name and last name** WITH NO SPACE BETWEEN THE TWO. **This is the name that is listed on your child's Rediker account.** This must be the complete first name not a nickname – Thomas instead of Tom for instance, and their security value, which is their date of birth in this format m-d-yyyy or 5-3-1992 for May 3, 1992 and push "Add". **You must complete this step for each child.**

#### **To Sign In**

If you have previously registered for conferences here, all you need to do is enter your email and password. The system will know about your appointments and the children you added to your account.

#### **Scheduling**

1. Each colored square represents an available meeting time. The legend shows you what teacher corresponds to what color and the times increase as you go down the page. (**Note:** you will not see all of the teachers, just the set of teachers that your children have classes with.) **Click on a square to book that time.**
2. After you set when you want the reminder email to be delivered, click "Create Appointment".
3. Repeat until you have a time with each teacher you'd like to visit with.
4. At any time you can click on "printable schedule" and print the resulting web page to get a hard copy of your schedule.
5. If you want to make changes to your schedule, you can log in at any time with your email and password.
6. If you have more than one appointment, they will be hidden. Click on the blue circle to the left of your name at the top of the screen to show your appointments. There will be links to modify the time, or cancel the appointment.

**IMPORTANT NOTE:** If you have two or more children at the school with the SAME teacher, you may wish to click on two or more adjacent available scheduling blocks with that teacher.