

Step-By-Step Parent/Guardian Instructions

1. Visit the school's homepage (_____) and select the Online Scheduler icon/link.
2. From the Online Scheduler Home Page
 - a. Choose your student's school from the drop down list and click "GO"
 - b. Enter the school password (_____)
 - c. Enter your student's "Student ID". If you do not know their Student ID, use the LOOKUP STUDENT ID button to access the system.
 - d. Verify the student's birth date
 - e. A list of your student's teachers will be displayed. Check the box next to the name of each teacher(s) you would like to meet with.
 - f. If you have more than one student in the school you can see all of your students' teachers' schedules at one time by answering YES to this question "**Do you want to schedule conferences for another student?**" then repeat the steps above for your other students. If you only have one student, answer NO to that question.
 - g. You will then see the available time slots for each teacher you selected.
 - h. Select the times that work best for your schedule.
 - i. Enter your email address (recommended) if you would like an email reminder sent to you. (Your email address is kept private.)
 - j. Once you have finished you can confirm your appointment details and print your conference schedule.
 - k. Write down the Confirmation Number (you will need this number to cancel your appointment)

Paso a paso instrucciones

1. Visite la pagina de bienvenida de la escuela (TYPE YOUR SCHOOL'S WEB HOMEPAGE ADDRESS HERE) y escoja El icono "Online Scheduler."
2. Desde el "Online Scheduler" ...
 - a. Escoja la escuela del estudiante de la lista que baja y haga click.
 - b. Ponga la contraseña de la escuela (TYPE YOUR SCHOOL'S PASSWORD HERE).
 - c. Ponga la identificacion estudiantil (student ID). Si no se la sabe, se le recomienda que usted utilice el botón, "LOOKUP STUDENT ID".
 - d. Verifique la fecha de nacimiento de su estudiante. (si el sistema no lo acepta, pongase en contacto con la escuela a fin de verificar si los registros o archivos nuestros son correctos.)
 - e. Escoja el maestro/la maestro con quien le gustaria juntarse.
 - f. Si Ud. tiene mas de un(a) estudiante en la escuela, podra ver los horarios de los maestros a la vez si escoge "YES" a la pregunta "Do you want to schedule conferences for another student?" Si Ud. tiene solo un(a) estudiante, conteste "No" a esa pregunta.
 - g. Ahora Ud. debe ver las horas disponibles.
 - h. Escoje la hora preferida para cada maestro.
 - i. Ponga su correo electronico si le gustaria un recordatorio de la cita.
 - j. Imprimir el horario de la conferencia
 - k. Apunte el numero de confirmacion. Lo necesitara para cancelar o cambiar la cita.