

Fall 2018 Parent-Teacher Conferences

Pick – A – Time Instructions:

The Pick-A-Time system will open on Monday, November 5 at 9:00 a.m. and will close on Wednesday, November 14 at 11:59 p.m. To sign up for conferences, please click [here](#).

Sign In:

If you have previously registered, simply enter your email and password. If you have forgotten your password, you can select the “Forgot Password” button and a new password will be emailed to you.

Register: (If you are new to Pick-A-Time)

- Enter your email address and click "Login/Create Account."
- Fill in the required fields to register.

You will need your NetClassroom userID and password. It is the same information you use to login for report cards. If you have any questions or need to retrieve your userID and password, please contact [Juhee LaHaye](#), Assistant to Division Heads.

For each child, you will need to enter their NetClassroom user ID and password and click "add."

Scheduling Parent Teacher Conferences

- Each colored square represents an available meeting time. The legend shows you which teacher corresponds to which color, and the time slots they have available. Click on a square to book a time then click “Create Appointment.”
- If you have more than one child in a division, the system will allow you to schedule appointments for all of your children at one time.
- Breakdown of conference times per grade level:
 - Prekindergarten through Grade 2 – 30 minute conferences with advisor.
 - Grades 3, 4 and 5 – 20 minute conferences each for humanities **and** math/science.
 - Lower School Encore classes – 10 minute conferences.
 - Grades 6 through 12 – 10 minute conferences.

Scheduling Tips & Reminders

- The system will e-mail you an immediate confirmation of your schedule and it will allow you to set reminder emails. Please bring a copy of your schedule of appointments with you to conferences.
- At any time you can click on "printable schedule" to get a hard copy.
- If you want to make changes to your schedule, you can login at any time prior to **Wednesday, November 14, 11:59 p.m.** using your email and password.
- If you need to change your appointments, click on the blue circle to the left of your name at the top of the screen to show all of your appointments. There will be links to modify the time, or cancel the appointment(s).
- **Please Note:** The online registration period will close on Wednesday, November 14 at 11:59 p.m. Changes after this date should be made directly with your child's teacher no later than Friday, November 16.