

ON LINE PARENT CONFERENCE SCHEDULER
Step-By Step Parent/Guardian Instructions

This year, all parent conferences will be scheduled online. The window for scheduling your parent conference will begin on November 9, 2011. Conferences are scheduled on a first-come, first served basis. Please let us know right away if you need any assistance in scheduling your conferences.

1. Visit the school's homepage www.waitsfieldschool.org and select the Online Scheduler icon/link (it can be found on the home page at the top).
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: wes
 - c. Use the LOOKUP STUDENT ID button to access the system (we don't typically use student ID numbers, so this isn't something that you probably are familiar with)
 - 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 of 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*)

Need help? Contact the school's Online Scheduler specialist:

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