

## CONFERENCE SCHEDULING INSTRUCTIONS

Our school will be using a web-based application called *pickAtime* to schedule parent/teacher conferences. Parents with internet access will be able to schedule their parent/teacher conferences, print their schedule, and have an email reminder of the appointments sent to them. To access this program, please click on the scheduling link on our school's web site ( [www.glenelghigh.com](http://www.glenelghigh.com) ). This program is easy to use and can be accessed at your convenience beginning **2/1/2010 at 8:00 am**. You will be able to access this program to schedule or cancel your appointments until **2/9/2010 at 3:00 pm**. After this date, please cancel or reschedule your appointments by calling **410/313-5528**. If you do not have internet access, please call our school to schedule your conferences beginning **2/1/2010 at 8:00 am**.

In order to access this program, you will need your child's student ID number. This ID number can be found on your student's report card. Unfortunately, a student ID number cannot be given over the telephone. Therefore, if you do not have your child's Student ID number, please stop by the front office to obtain this ID number.

NOTE: Please do not hesitate to contact the front office at (410) 313-5528 for assistance.