

## Student Led Parent Teacher Conferences February 8 and 10

The staff at Millard North Middle School is looking forward to meeting with all of our families for student led parent teacher conferences. We are excited to try a new tool this year to help us schedule your conference times. We believe it will make the process easier and more efficient for everyone.

**“Pick-A-Time”** is an on-line scheduling program. It allows you to access a web page and select a conference time that works within your schedule. You pick the time rather than us picking one for you. The service sends an immediate email to confirm your time. Parents can select to have a reminder email sent several days before the appointment. You can also change appointments, if necessary. If you can not access this service, please contact our office at 715-1280, and we can take your appointment over the phone.

It will only take you a few minutes to complete the following steps. Please complete this process anytime between now and **February 3**

- **Access this web site** <https://www.pickatime.com/client?ven=11602765>  
(You can access this link directly from the North Middle School web page.)
- **Create your “Pick-A-Time” log in by** (first time you try logging in)  
Clicking on the ‘Login/Create Account’ button and follow the prompts to  
Enter an email address and password  
Verify all this information and input your name.
- **Schedule your conference.** There will be a chart listing all teams and time slots for the first day (February 8, 2010). Click on the red arrow to change to the other days. Each team will be listed with a different color. Once you select your child’s team, that color will be the only one showing brightly and you should select the time slot you would like. This is where you can select to have a reminder email sent.
- **Confirmation.** An email will be automatically sent to your email address verifying the appointment. If you change or delete the conference, you will get new emails reflecting the change.
- **Additional Conferences.** In cases where you need to schedule additional conferences for other children whom attend North Middle, simply click on the return button and it will allow you to schedule another appointment.

We look forward to seeing you in February!