

Directions for Parents

Follow the link provided by your school to access the Scheduler. Once on the site, follow the steps below:

1. Sign In

- **Enter Email:** Type your email address and click Next.
- **Returning Users:** If your email is recognized, enter your password.
- **New Users:** If your email is not registered, follow the prompts to Sign Up.

2. Locate Students

- Enter the required information to find your student(s) and click Proceed.
- Confirm your student(s) appear in the list, check the box next to your student(s) names and then click Next Step.

3. Select Teachers

By default, all of your child's teachers are selected.

- **To exclude a teacher:** Uncheck the box next to their name.
- **To proceed:** Click Filter Slots once you have finalized your list.

4. Booking Appointments

The scheduling grid displays available times as squares with a plus sign (+).

1. Click on your preferred **Time Square**.
2. Click **Create Appointment**.
3. A confirmation message will briefly appear at the top of the screen to confirm your booking.
4. Repeat these steps for each teacher you wish to visit.

Managing Your Schedule

View or Print

To see your full itinerary, click the Printable Schedule on the left-hand sidebar.

Changes & Cancellations

If you are using a Computer (Desktop):

1. Click **My Appointments** on the left-hand sidebar.
2. Locate the appointment you wish to change.
3. Hover your mouse over the appointment to reveal the **Details**, **Edit**, and **Cancel** options on the right.

If you are using a Mobile Phone:

1. Tap the **Menu Icon (three bars)** in the top-left corner.
2. Select **My Appointments** from the menu.
3. Tap the **three dots (⋮)** next to any appointment to modify or cancel your booking.

Important Notes:

- To meet with a staff member who does not currently teach your child, please contact the school office directly.
- If you have questions or need technical assistance, please call the school office.

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