

Divorced Parents

There is a one-appointment per teacher per class rule for Parent Teacher Conference Scheduling. The scheduling system will make sure that the appointments regarding a student will not violate the one appointment per teacher per class rule. This means that two parents can split up the interview process. One can log in and book appointments for half the teachers, and the other can log in and book the appointments for the other half of the teachers. Again, the system makes sure that each teacher only has one conference about each child once per class.

Divorced parents are handled differently because the two parents need to violate the rules. The teacher will need to talk about the child's performance in each class at least twice, once for each divorced parent.

To accommodate divorced parents, you will need to create another child record. In the Admin UI, search for the student in the [Contacts](#) tab, select the student, and then select the **Clone Student** button.

The **Clone Student** feature will create a second child with * appended to the **StudentID**. If both parents have previously logged in, you will then be prompted to associate the Cloned Student with one of the parents of the student. If the 2nd parent has not yet logged in, you will need to let the parent know to enter the **StudentID** value followed by a *.

By creating a second child, the system can maintain the one appointment per teacher per class rule, because, as far as pickAtime is concerned, there are two separate children.

Some of our schools maintain a list of parents that they will use the Clone Student feature each year, and some of our schools will simply handle this on a case-by-case basis.

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