

October 9, 2013

## **Suffield High School Parent Teacher Conferences**

Student ID

Dear Parents,

You are invited to schedule your parent/teacher conferences for November 20, 21 or 22, 2013. All scheduling will be completed through our on-line website, which will be open from October 11<sup>th</sup> through November 18<sup>th</sup>. You can reach the link through our website or directly through the following web address:

<https://pickatime.com/client?ven=11608505>

You will have a choice of either afternoon or evening appointments as scheduled below:

11/20/13...Wednesday Afternoon	12:30 - 2:30 PM
11/20/13...Wednesday Evening	6:30 – 9:00 PM
11/21/13...Thursday Afternoon	12:30 - 2:30 PM
11/21/13...Thursday Evening	6:30 - 9:00 PM
11/22/13...Friday Afternoon	12:30 - 2:30 PM

### **To Register (new users only)**

1. Once on the pick-a-time website, enter your email address and click "Login/Create Account".
2. Fill in the required fields and register.
3. For each child, enter a student ID (located on the student schedule, progress report, report card and on this form) and birthdate (*please enter the birthdate in the following format mm/dd/yy*).

## Sign In

If you have previously registered, all you need to do is enter your email and password. If you have forgotten your password, you can click the “**Forgot Password**” button and a new password will be emailed to you.

## Scheduling

1. Each colored square represents an available meeting time. The legend shows you which teacher corresponds to which color, and the times advance as you scroll down the page. (**Note:** you will not see all of the teachers at your school, just the set of teachers with whom your children have classes. **Click on a square to book that time.**)
2. You will have the option of setting a time when you would like a reminder email delivered.
3. Click "**Create Appointment**".
4. Repeat for all teachers with whom you wish to meet.
  - At any time you can click on "**printable schedule**" and print the resulting web page to get a hard copy of your schedule. You will also have the option to email the schedule to yourself.
  - If you wish to make changes to your schedule, you can log in at any time with the email address and password you used to create your account.
  - Click on “**Your Schedule**” to display your appointments. There will be links to change the time, or cancel the appointment.

If you do not have internet access or you experience difficulty scheduling your appointments on-line, you may contact the secretaries in our Main Office for assistance at 860-668-3810.

Respectfully,

Donna Hayward  
Principal