

## **SIGN UP ONLINE FOR FEBRUARY PARENT/TEACHER CONFERENCES**

**Conferences will be held:**

**Thursday, February 5th from 1-5 pm and 6-9 pm**

**Friday, February 6th from 8 to noon**

*and additionally for selected groups:*

Thursday, **February 5th** (8:30 am until 11:30 am) (LS-Mrs. Murphy only)  
 Monday, **February 9th** (shortly after school dismissal until 5 pm) (Grades 4-8 only)  
 Tuesday, **February 10th** (shortly after school dismissal until 5 pm) (Grades 4-8 only)  
 Wednesday, **February 11th** (shortly after school dismissal until 5 pm) (Grades 4-8 only)

### **ON-LINE CONFERENCE APPOINTMENTS CAN BE SET UP**

*beginning on* → **January 31<sup>st</sup>**      *and ending on* → **February 4<sup>th</sup>**

**Important! Sign-ups close on February 4<sup>th</sup>**

### **PLEASE MAKE SURE YOU NOTE THE LENGTH OF YOUR TEACHER'S APPOINTMENTS**

PK – GRADE 3 TEACHERS ~ 20 Minutes  
 GRADE 4 AND 5 TEACHERS (GR 4 & 5) ~ 10 Minutes  
 GRADE 6-8 TEAM APPOINTMENTS ~ 10 Minutes  
 MIDDLE SCHOOL RWT, ART AND HEALTH TEACHERS ~ 10 Minutes  
 UPPER SCHOOL TEACHERS ~ 10 Minutes  
 COLLEGE GUIDANCE COUNSELORS ~ 30 Minutes

Need help?

	<u>LS</u>	<u>MS</u>	<u>US</u>	<u>Cross Campuses</u>	
Name	Jo Giesecke	Susan Fisher	Terri Giles	Bonnie Spear	Katie K
Email	<a href="mailto:jgiesecke@steds.org">jgiesecke@steds.org</a>	<a href="mailto:sfisher@steds.org">sfisher@steds.org</a>	<a href="mailto:tgiles@steds.org">tgiles@steds.org</a>	<a href="mailto:bspear@steds.org">bspear@steds.org</a>	<a href="mailto:katiek@steds.org">katiek@steds.org</a>
Phone	492-2111	492-2112	492-2306	492-2365	492-2999

*Additional information and reminders will be sent in the Friday weekly emails.*

*Please make sure we have your current email address on file.*

## Parent/Teacher Conference Sign-Up Instructions

### Step-By-Step Instructions

1. Go to Saint Edward's School's website: [www.steds.org](http://www.steds.org) via the internet on your computer.
2. Click on News and Calendars or Parents and select the conference appointment link. *(This link is also on [www.steds.net](http://www.steds.net) as well as on the homework page once you log into the school's website.)*
3. From the Online Conference Scheduler home page:
  - a. Choose Saint Edward's School from the drop down list and click "GO".
  - b. The password is pirate.
  - c. Enter your child's "Student ID". If you do not know their ID, use the LOOKUP STUDENT ID button to search by student name and find their ID .
  - d. Verify the birth date.
  - e. A list of your child's teachers will be displayed. Check the box next to the name of each teacher(s) you would like to meet with.
  - f. If you have more than one child in the school you can see all of your children's teachers schedules at one time by answering YES to "**Do you want to schedule conferences for another student?**" Repeat the steps above.
  - g. You will then see the available time slots for each teacher you selected.
  - h. Select the times that work best for your schedule. Be careful not to overlap schedule times. If you have children in different divisions please refer back to the front of this page for conference length time.
  - i. Enter your email address (recommended) if you would like an email reminder sent to you.
  - j. Once you have finished you can confirm your appointment details and print your conference schedule.
  - k. **Write down the Confirmation Number (you will need this number to cancel or change your appointment).**