

Grade 11-12 Parent-Student-Teacher Conferences

Sign-Up Instructions

21 March 2019

NOTE: These instructions are for Grade 11 and Grade 12 students enrolled in Diploma classes ONLY. MYP students will have their own process.

1. It is mandatory that Grade 11-12 students are present and participate in these conferences.
2. Before you start, consult with each of your Grade 11-12 students and make a list of all the teachers you would like to have a conference with. You are strongly encouraged to meet with all six academic subject teachers.

| <u>Rose, Grade 11</u> | <u>Jack, Grade 12</u> |
|-----------------------|-----------------------|
| Boldon | Riddle |
| Lopez | Newell |
| Sculerati | Sculerati |
| Vanta | Hedderson |
| Demas | Whiteside |
| Lawrence | O'Reilly |

3. Follow the link to the [Grade 11-12 Parent-Student-Teacher Conference Sign-Ups](#)
4. The sign-up sheet is organized into 10-minute slots. All teachers are available from 12-3pm, and many are also available from 11am-12noon. If you see a "Sign Up" button the teacher is available in that slot.

| Time (CST) | Available Slot | |
|-------------------|--|--|
| 11:00am - 11:10am | Bilz - Math SL/Physics Room 416 Boldon - English Language & Literature/TOK Room 403 Hedderson - Chemistry Room 413 Lawrence - Psychology/History Room 402 Lee - Korean Room 404 Newell - Math HL Room 410 O'Reilly - Film/Economics Room 405 | <div>Sign Up</div> <div>Already filled</div> <div>Already filled</div> <div>Sign Up</div> <div>Sign Up</div> <div>Sign Up</div> <div>Sign Up</div> |

10-min conference time slot

Appointments already booked during this 10-min slot.

Teachers available during this 10-min slot.

5. Scroll down to a 10-minute time slot in which you would like to book a conference. Check the Sign Up button for an available teacher. Keep scrolling down and check one button in each time slot. When have checked a Sign Up button in every time slot you want, OR want to check what you have so far, click the “Submit and Sign-Up” button at the bottom of the screen.

| | | |
|---|---|---|
| 12:40pm - 12:50pm | Wen - Mandarin Room 306 | Sign Up |
| | Whiteside - Art/Design Design Studio | Sign Up <input checked="" type="checkbox"/> |
| | Bilz - Math/Science Room 302 | Sign Up |
| | Boldon - English Lang & Lit/TOK Room 304 | Sign Up |
| | Byerly - English Lang & Lit Room 304 | Sign Up <input checked="" type="checkbox"/> |
| | Caban, RiAnn - Learning Support Room 311 | Sign Up |
| <div>Click here when you are finished, or to check your progress.</div> | | Submit and Sign Up |

Check ONE Sign Up button in each time slot, as many time slots as you need.

6. Complete the sign-up screen. Make sure to fill in the name and grade of the student for each conference. At the bottom, add your own name and the email address that you would like to receive confirmation.

Sign Me Up

| Available Slot | Date (mm/dd/yyyy - GST) | Student's Name and Grade | Quantity |
|-----------------------------|------------------------------------|--------------------------|----------|
| Whiteside - Art/Design | Thu., 10/26/2017 12:30pm - 12:40pm | Jack Levensky, 9 | 1 |
| Byerly - English Lang & Lit | Thu., 10/26/2017 12:40pm - 12:50pm | Rose Levensky, 6 | 1 |
| Mavec - Science | Thu., 10/26/2017 12:50pm - 1:00pm | Rose Levensky, 6 | 1 |
| Hedderson - Science | Thu., 10/26/2017 1:20pm - 1:30pm | Jack Levensky, 9 | 1 |

Name: Sarah Beechen

Email: sheechen@scis.parent.org

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Sign Up Now Cancel

7. You will see a confirmation screen, and the confirmation will also be sent to the email you used to register. You may go back in to sign up for more conferences or make changes anytime.

TIPS:

- If you are scheduling five or more conferences, schedule in a break for yourself. Conferences will start every 10 minutes without exception.
- If you have two children taught by the same teacher, you may book two slots in a row with that teacher.
- All conferences will take place on the fourth floor in designated rooms. You do not need to allow extra time to move between conferences.
- You are ALWAYS free to email a teacher directly to schedule a meeting outside of these two days.

Thank you, Sarah!

You're all signed up for **Thurs 26 Oct 12:30-3:00pm**.

A confirmation email with an attached iCalendar has been sent to you.

- ✓ Whiteside - Art/Design
Student's Name and Grade: Jack Levensky, 9
Thu., 10/26/2017 12:30pm - 12:40pm CST
- ✓ Byerly - English Lang & Lit
Student's Name and Grade: Rose Levensky, 6
Thu., 10/26/2017 12:40pm - 12:50pm CST
- ✓ Mavec - Science
Student's Name and Grade: Rose Levensky, 6
Thu., 10/26/2017 12:50pm - 1:00pm CST
- ✓ Hedderson - Science
Student's Name and Grade: Jack Levensky, 9
Thu., 10/26/2017 1:20pm - 1:30pm CST

One more thing! Want to make it easier to sign up or edit your items in the future?
[Create a free SignUpGenius account](#)

Back to Sign Up