

Step-By-Step Parent/Guardian Instructions for scheduling a kindergarten screening.
Screening days are: June 19th – June 20th

1. Visit the school's homepage <http://www.westlakecharter.com> and select the Online

Scheduler icon/link 

The window to access the website is only available May 15th – June 16th.

2. From the Online Scheduler Home Page
- Choose your student's school from the drop down list and click "GO"
 - Enter the school password **explorers**
 - Use the LOOKUP STUDENT ID button to access the system.
 - Enter student's birth date
 - Check the box next to KinderTesting.
 - You will then see the available time slots for scheduling a testing time for your student.
 - Select the time that work best for your schedule.
 - Enter your email address for an email reminder to be sent to you. (Your email address is kept private.)
 - Once you have finished you can confirm your appointment details and print your conference schedule.
 - Write down the Confirmation Number (you will need this number to cancel your appointment)

Need help? Contact the school's Online Scheduler™ specialists

Westlake Charter Elementary
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Phone: 916-567-5760