

Westlake Charter School

Expanding Opportunities… Connecting Children to the World!

**Step-By-Step Parent/Guardian Instructions for scheduling a kindergarten Parent/Teacher Conference.**

**Conference days are:** Wednesday 8/13, Thursday 8/14 and Friday 8/15

1. Visit the school’s homepage http://www.westlakecharter.com and select the Online Scheduler icon/link  . The window of opportunity to access the online scheduler is **August 1st  – August 10th**.

2. From the Online Scheduler Home Page

a. Choose your student’s school from the drop down list and click “GO”

b. Enter the school password **explorers**

c. Enter your student’s “Student ID”. If you do not know their Student ID, use the

LOOKUP STUDENT ID button to access the system.

d. Verify the student’s birth date

e. Check the box next to teacher (Ms. 1, Ms. 2, etc)..

f. You will then see the available time slots for teacher (Ms. 1, Ms. 2, etc).

g. Select the times that work best for your schedule.

h. Enter your email address for an email reminder to be sent to you. (Your email address is kept private.)

i. Once you have finished you can confirm your appointment details and print your conference schedule.

j. Write down the Confirmation Number (you will need this number to cancel your appointment)

Need help? Contact the school’s Online Scheduler™ specialist:

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| Campus: Del Paso Campus Office |
| E-mail: talexander@westlakecharter.com |
| Phone: 916.567.5760 |