



## Westlake Charter School

*Expanding Opportunities... Connecting Children to the World!*

### Step-By-Step Parent/Guardian Instructions for scheduling a Parent/Teacher Conference. Conference days are:

**4<sup>th</sup> grade-8<sup>th</sup> grade = November 17<sup>th</sup> – November 21<sup>st</sup>**

**Kindergarten – 3<sup>rd</sup> grade = November 19<sup>th</sup> – November 21<sup>st</sup>**

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 **November 1<sup>st</sup> – November 16<sup>th</sup>**.

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. Smith, Ms. Westlake, etc)..
  - f. You will then see the available time slots for teacher ((Ms. Smith, Ms. Westlake, 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:

Westlake Charter Elementary	Westlake Charter Middle School
Campus: Del Paso Campus Office	Campus: Pebblewood Campus Office
E-mail: <a href="mailto:talexander@westlakecharter.com">talexander@westlakecharter.com</a>	E-mail: <a href="mailto:sramirez@westlakecharter.com">sramirez@westlakecharter.com</a>
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