



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:

Kindergarten – 3rd grade = March 18th - March 20th

4th grade - 8th grade = March 16th - March 20th

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 March 1st – March 16th .**
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)

Executive Director
John Eick

Chief Business Officer
Steve Korvink

Elementary Principal
Emily Battin

Middle School Principal
Jenifer Wilhelm

Special Education Director
Jaclyn Moreno

Assistant Principal
Christina Eick

EL & Gate Coordinator
Jessica Ashby

Operations Manager
Aimee Wells

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

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