

**Step-By-Step Parent/Guardian Instructions for scheduling a kindergarten screening.**  
**Screening days are: June 18th – June 19th**

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 21<sup>st</sup> – June 1<sup>st</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. Use the LOOKUP STUDENT ID button to access the system.

d. Enter student's birth date

e. Check the box next to KinderTesting.

f. You will then see the available time slots for scheduling a testing time for your student.

g. Select the time 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™ specialists

<b>Westlake Charter Elementary</b>
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