

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

Conference days are:

Kindergarten through 8th grade - March 4th through March 8th.

1. Visit the school's homepage <http://www.westlakecharter.com> and select the Online Scheduler icon/link. **The window to access the online scheduler is February 10th - March 3rd.**

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™ specialists

Westlake Charter Elementary
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