

Explorer Families,

Please utilize the step-by-step instructions below for using the online scheduler to schedule your Meet the Teacher meeting. The scheduler will be open for you to sign up for an appointment time from August 2nd-August 9th.

### **Meet the Teacher** **August 10th and August 11th**

1. Visit the school's homepage <http://www.westlakecharter.com> and select the Online

Scheduler icon/link 

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 the teacher (Ms. A, Ms. B, etc).
- f. You will then see the available time slots for the teacher (Ms. A, Ms. B, 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. Make note of the Confirmation Number (you will need this number to cancel your appointment)

Need help? Have questions about who your child's teacher is? Contact:

<b>Westlake Charter School</b>
E-mail: <a href="mailto:tmendez@westlakecharter.com">tmendez@westlakecharter.com</a> or <a href="mailto:talexander@westlakecharter.com">talexander@westlakecharter.com</a>
Phone: (716) 261-9969 or 916-567-5760 Option #2