

Step-By-Step Parent/Guardian Instructions for scheduling Parent-Teacher Conferences.

The window to access the website is only available February 8th - March 8th

Parent-Teacher Conference days are: March 8th - March 12th

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 your teacher (Ms. A, Ms. B, etc).
- f. You will then see the available time slots for teachers (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? Contact the school's Online Scheduler™ specialists

Westlake Charter Elementary
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