

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

**The window to access the website is only available February 13th - March 3rd**

**Parent-Teacher Conference days - March 6th - March 10th**

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

<b>Westlake Charter</b>
For K-8 questions email: <a href="mailto:tmendez@westlakecharter.com">tmendez@westlakecharter.com</a> , <a href="mailto:talexander@westlakecharter.com">talexander@westlakecharter.com</a> , or
For 9-10 questions email: <a href="mailto:kfuhrman@westlakecharter.com">kfuhrman@westlakecharter.com</a> , or <a href="mailto:jreal@westlakecharter.com">jreal@westlakecharter.com</a>
Phone: 916-567-5760