

Directions for scheduling conferences:

- Go to the Conference Scheduler website: <https://pickatime.com/SJRCS/2021>
- Type in an e-mail address and a password for this program and click on **Login/Create Account** button

St. John Regional Catholic School
8418 Opossumtown Pike
Frederick, Maryland 21702
(301)662-6722

Welcome to the St. John Regional Catholic School's Parent Teacher Conference Page for October 2015

Enter your email and click "Login/Create Account"

Your email address:

Your personal password:

If you don't have an email address, you can still make an appointment on this site.
When the system asks you for your email, simply type in: yourfirstname.yourlastname@noemail.com
Since this is not a real email address, you will not receive confirmation or reminder emails, but your appointment will be entered in the system.

- Once you have created an account
 - Type in your student's id number (listed above)
 - Type in your student's date of birth

Please enter your child's information below.
If you have multiple children at the school,
simply add one at a time.
Questions marked with an asterisk (*) must be completed.

SJRCS Student ID
*

Student's Birthday (mm/dd/yy)
*

- Follow the directions on the screen to schedule appointments. Gr. PK3 to Gr. 3 will be able to schedule a conference with their child's homeroom teacher. Gr. 4-8 will be limited to 3 conferences per student. You are able to input more than one student's information on your scheduling screen.
- Conferences for Gr. PK3- Gr. 3 will be 15 min and Gr. 4 to Gr. 8 will be 10 min
- If you require a conference with a Specials teacher, please email the teacher directly. All other conferences must be made through the Pick-A-Time website.

The screenshot below is similar to how your computer screen will look. Your child's name will appear above the timeslots where the arrow is pointing.

Scheduling

1. Select the teachers you would like to have a conference with and the timeslots. Each colored square represents an available meeting time. The legend shows you which teacher corresponds to which color, and the times increase as you go down the page. (Note: you will not see all of the teachers at your school, just the set of teachers that your children have classes with.)
2. Click on a square to book that time
3. Click "Create Appointment". Remember Gr. PK3 to Gr. 3 will be able to schedule a conference with their child's homeroom teacher and Gr. 4-8 will be limited to **3** conferences per student.
4. If you have multiple children at the school, after scheduling appointments for one child, enter the information next to the appointment timeslots and repeat instructions 1-3.

Kim Hanner Edit Profile/Change Password Printable sct

Parent Teacher Conferences 2016

Click here to select another date:
October 20, 2016 October 21, 2016

Legend

- Appt scheduled for you
- Appt Unavailable
- Amanda Codi Kimberly Hanner

Click on the colored box below to book your preferred time slot.
Click 'Your Schedule' above to view, cancel, or change your appointment(s).

Sample Student x

Please enter your child's information below.
If you have multiple children at the school, simply add one at a time.

SJRCS Student ID

Student's Birthdate (mm/dd/yy)

Add

Oct 2016

8:00 AM	
8:10 AM	
8:15 AM	
8:20 AM	
8:30 AM	
8:35 AM	
8:40 AM	
8:45 AM	
8:50 AM	
8:55 AM	
9:00 AM	
9:10 AM	
9:15 AM	
9:20 AM	
9:30 AM	
9:35 AM	
9:40 AM	
9:45 AM	
9:55 AM	