

## IMPORTANT NOTICE

January 31, 2012

Dear Lower School Families,

Please note that the Lower School Faculty will be conferencing with parents on Thursday, February 23, from 3:30 until 7:30 p.m. and on Friday, February 24, from 7:30 a.m. to 3:30 p.m.

We will be offering online conference sign-ups for both classroom teachers and specialist teachers. While we encourage you to meet with specialist teachers, please do not feel you must schedule a conference with every specialist. With nearly 400 students in the Lower School, there are not enough slots available for every specialist to meet with every parent. As always, specialists will be more than happy to chat with you in person, via e-mail or by phone outside of the conference dates.

On the following page are specific instructions for conference sign-ups. We ask that you contact Michelle Saling (614-337-4302) in the event that you are unable to access our system successfully.

Parents may schedule conferences using the online scheduler from NOON on Monday, February 6, through 8:00 a.m. on Tuesday, February 21. The program will be open and available for use 24 hours a day during that time. The scheduling program will accommodate as many parents as possible, but conference times are available on a first-come, first-served basis with priority in scheduling given to those who most promptly schedule in accordance with the directions provided below.

We look forward to seeing you on the 23<sup>rd</sup> and 24<sup>th</sup>, and please let us know if you have any difficulty signing up for conferences this month.

Thanks for your kind attention.

Respectfully,

Dan Vorenberg  
Head of Lower School

## LS Conference Sign-up Instructions February 2012

1. Online Conference Registration will be open from noon on Monday, February 6, until 8:00 a.m. on Tuesday, February 21.
2. Access the Columbus Academy intranet site <http://intranet.columbusacademy.org/>
3. Click on the **Lower School Parent Conferences** link under *Parents* on the top of the screen. This will take you directly to the LS conference scheduler. **Do not login on the intranet page.**

### Create an Account/Log in:

1. Enter your e-mail address.
2. Enter a password of your choice. Please remember your password, as we are unable to retrieve it should you forget it.
3. Click **Add**.

### Add a Student:

1. Enter the **StudentID**, which is your student's first name, last name concatenated to the format FirstnameLastname (e.g. RobertSmith). If your child uses a nickname, use their full given first name.
2. Enter the student's birth date in the following form: 8/23/99 or 10/4/00.

Available conference times for your child's teachers will be displayed with a color-coded legend on the left side. **Although it appears that conference times are 30 minutes, conferences are actually 25 minutes with 5 minutes travel time.** This enables us to allow you to schedule back-to-back conferences. **Specialist conferences are 10 minutes in length with 5 minutes travel time.**

To add additional students, go to the "Enter Values" box on the right side of the page.

### Schedule Conference Appointments:

1. Schedule appointment by clicking the appropriate box in the time grid.
2. Enter the number of days prior to appointment that you wish to receive an e-mail reminder (default is set to 5 days)
3. Click on **Create Appointment**. Appointment confirmation information will be displayed.
4. Click **Return** to schedule your next conference.  
**\*\*\*Scheduling conflict messages will appear in red at the top of the page.**

### View your conference schedule:

1. **Cancel:** Allows you to cancel appointment time. Just click **Cancel Appointment** or click **Return** if you change your mind.
2. **Details:** This information contains the same information as Appointment Confirmation.
3. **Edit:** Allows you to change the number of days before conferences to receive the e-mail reminder.
4. **Change Time:** Your current appointment will be highlighted in red. You will be prompted to select a new date/time. The new one will replace your old date/time unless indicated by a scheduling error message at the top of the page. Click **Change Appointment**.

**Printable Schedule:** view and print your conference schedule. It is extremely important for you to verify your conference dates/times. The report includes Parent Conference information (date, time, teacher, room and student name) in an easy-to-read format.

**Questions???** Please call Michelle Saling (509-2258) in the Lower School Office.

**SAVE THESE INSTRUCTIONS FOR FUTURE USE**