

## CONFERENCE SCHEDULING INSTRUCTIONS

Our school will be using a web-based application called *pickAtime* to schedule parent/teacher conferences. Parents with internet access will be able schedule their parent/teacher conferences, print their schedule, and have an email reminder of the appointments sent to them. To access this program, please click on the scheduling link on our school's web site ( [www.glenelghigh.com](http://www.glenelghigh.com) ). This program is easy to use and can be accessed at your convenience beginning **11/9/2009 at 8:00am**. You will be able to access this program to schedule or cancel your appointments until **11/19/2009 at 12:00pm**. After this date, please cancel or reschedule your appointments by calling **410/313-5528**. If you do not have internet access, please call our school to schedule your conferences beginning **11/9/2009 at 8:00 am**.

In order to access this program, you will need your child's student ID number. This ID number can be found on your student's report card. Unfortunately, a student ID number cannot be given over the telephone. Therefore, if you do not have your child's Student ID number, please stop by the front office to obtain this ID number.

Directions on how to use this program can be found on our school's web site by downloading the file "Parent Directions for Using PickATime." A demonstration of pickAtime will be aired on HCPSS TV (Channel 95-Comcast, Channel 42-Verizon) during the November *Parent Teacher Connection* show. Starting in November, it will be aired every Sunday (beginning November 7) at noon and 10:00 pm, every Wednesday at 7:00 pm and 10:00 pm, and every Saturday at 3:00 pm. This broadcast can also be viewed or downloaded from the Howard County Public School web site [www.hcpss.org](http://www.hcpss.org) or HCPSS TV web site [www.hcpsstv.com](http://www.hcpsstv.com).

NOTE: Please do not hesitate to contact the front office at (410) 313-5528 for assistance.