PPS November Conference Scheduling Directions

Conference days and hours are ***Monday, November 20th from 10:30 a.m. to 6:30 p.m. and Tuesday, November 21st from 8:00 a.m. to 12:00 p.m.***

Follow these directions to schedule a conference with your child's teacher using our online service called "Pick A Time." If your child's conference has been pre-scheduled by Sheila, you are all set! Conference sign ups start on ***Monday, November 6th at 8:30 a.m.***

Scheduling conferences with Pick A Time:

Step 1: Log-in to Pick A Time using the following link: https://goo.gl/a3UfND or visit our website (http://www.csdvt.org/pps) and click the Fall Conference Sign-Up button.

Step 2: For new users:

- ➔ Enter your email address and click on "Login/Create Account."
- ➔ Fill in the required fields and register with PickATime.
- ➔ For each child you have at PPS, enter the child's name in the "Student ID" field (First name + Last name with no spaces in between) and a date of birth in a MM/DD/YYYY format.

For previous users:

- ➔ Enter your email address and password
- ➔ Click "Forgot Password" if you forgot your old password and need a new one

Step 3: Schedule your conference by clicking on a colored square to book that time with your child's teacher. Click "Create Appointment." If you have more than one child at PPS, you will do this process for each of them.

Step 4: If you want a reminder for the date and time of your conference, you can:

- ➔ Select "**printable schedule**" (found at the top of the page) for a hard copy of your conference schedule.
- ➔ From the "printable schedule" page, you can also choose to send an email reminder to your inbox.

Step 5: To make changes to your appointment, log in to your account and click on "your schedule" to see the date/time of your conference. There will be a link to change the time and/or cancel the appointment.

- ➔ Pick A Time will close for new appointments on ***Friday, November 17th at 3:00 p.m.*** If you need to schedule, change, or cancel an appointment after this time, please call Sheila at 264-5920.

No Internet?

If you do not have Internet access to sign up for a conference, please call our main office at 264-5920 so Sheila Doherty can help schedule your conference appointment.