Step-By-Step Parent/Guardian Instructions for Scheduling Parent-Teacher Conferences.

The window to access the website is available September 21 - October 16

Parent-Teacher Conference days are: **October 12, 2026 - October 16, 2026**

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

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