

Shepaug Valley School Parent-Teacher Conferences Fall 2020

- Wednesday, 10/21 12:20-2:40 and 6:00-8:30
- Thursday, 10/22 12:20-2:40 and 6:00-8:30
- Friday, 10/23 12:20-2:30

Shepaug Valley School Fall 2020 parent-teacher conferences will be held through Zoom meetings (see [this document](#), which will be continuously updated, to find Zoom links for conferences). See below for directions to use the Pick-a-Time system to make appointments with teachers.

Please visit the online [Parent Teacher Conference Scheduler](#).

Register (new users)

Enter your email address and push "Login/Create Account".

Fill in the required fields and register.

Sign In

If you've previously registered, all you need to do is enter your email and password. If you have forgotten your password, you can select the Forgot Password button and a new password will be emailed to you.

Identify Student

For each child, enter your child's name as **First Name + Last Name** with no spaces (JamesSmith) and birthdate.

Scheduling

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.)

Click on a square to book that time.

You will optionally have the choice of setting a time when you would like a reminder email delivered.

Click "**Create Appointment**".

Repeat until you have an appointment with each teacher you'd like to visit with.

At any time, you can click on "**printable schedule**" and print the resulting web page to get a hard copy of your schedule. You will also have the option to email your schedule to yourself.

If you want to make changes to your schedule, you can log in at any time with the email address and password you used to create your account.

Click on “**Your Schedule**” to display and hide your appointments. There will be links to change the time or cancel the appointment.

Please Note: If you have any questions or need to contact the school office directly, please call during normal school operating hours at (860) 868-7326.