

January 2026



Dear Parents/Guardians,

**Parent-Teacher conferences have been scheduled for:**

Tuesday, February 10	3:40 p.m. - 7:40 p.m.
Thursday, February 12	3:40 p.m. - 7:40 p.m.
Friday, February 13	8:00 a.m. - 4:00 p.m.

Please take this opportunity to visit with your child's teacher about your child's academic and social-emotional progress this year. All conferences are held in-person.

The PickaTime scheduling site **OPENS on Monday, February 2 at 8:00 a.m.**  
**and CLOSES Monday, February 9 at 11:59 p.m.**

We ask that all families choose a conference time through [PickaTime](#).

Please follow these easy steps to schedule your child's conference.

1. Log-in to schedule a conference by clicking the link <https://pickatime.com/ehsi/client?event=409494>.
2. The first page is "Welcome to the Online Scheduler". Enter your email address and click on "log-in / create an account". **Your email address will be your login ID. Your password is your student's ID number.** (If you do not remember your student's ID number, you can find it on the Parent Portal on our school's website.)
3. You might see a list of schools to choose from please choose Eagle Heights Spanish Immersion School or you might be directed to 2025-2026 Conference Semester 2
4. Choose which type of conference you prefer in person or virtual (classroom teachers will send in separate e-mail Zoom link)
5. Select your student
6. Filter by teachers you'd like to meet with
7. You will see your child's teacher schedule. Names are color coded. Select the date for your conference in the upper right corner.
8. Choose your conference time
9. Create Appointment
10. You will receive a confirmation e-mail
11. Only one parent/guardian will be able to schedule a conference time. Please email your child's classroom teacher with questions.

**\*Need Help??** Contact 952-975-7700; press "0" to speak to someone in the office.