Dear Families,

The second trimester Parent-Teacher Conferences have been scheduled for **Thursday, March 6, 1:00PM - 8:00PM,** and **Friday, March 7, 9:00AM - 3:30PM**. Conferences on Thursday will be in person. Conferences on **Friday will be on-line using Google Meets** (meeting links are located in the Virtual Room section of Your Schedule). The format for conferences will be **10 minutes** for students in grades fourth through eighth, and **20 minutes** for students in grades preschool through third.

To schedule conferences, parents will be using the online scheduling program, Pick-A-Time. In order to schedule a conference, you will need to utilize the Pick-A-Time website and select your own conference times. We are asking every parent to access Pick-A-Time to schedule a conference with your child's teachers between **Tuesday, February 25 (starting at 8:00 AM) and Tuesday, March 4 (ending at midnight).**

PICK-A-TIME WILL CLOSE ON **TUESDAY, MARCH 4, 2025, at MIDNIGHT**

Directions

Please click on this link https://pickatime.com/stpaulcross/SpringConferences2025 or use the QR Code

Sign In

- Enter your email address and push the "Next" button.
- If you have previously registered you will be prompted to enter your password. Then click "SignIn". If you have forgotten your password, you can select the Forgot Password button, then enter the email address and click on the Send Reset Link button, then the link will be emailed to you.
- Once you sign in, you will see the available event.
- Once you select the Parent Teacher Conferences event you should see your student(s) listed. If you do not or you need to add another student, click on the Manage Students

icon. For each student enter in the two prompts that your school requires and click "Add Student". The two prompts your student's name and a birthdate (format MM/DD/YY). Continue this step for as many students you need to schedule for.
- If you are a new user you will see the message
- "Your email address is not registered. Please Click here to sign up." Click and a Sign Up Form will appear. Enter your First and Last Name and your password and then click the "Create your Free Account" button to create your account. You will be signed in automatically.
- For new users, the Add Student Form will be displayed. Enter the two prompts which are your student's name and a birthdate (format MM/DD/YY) and click "Add Student". Continue this step for as many students you need to schedule for.

Select Students

- Once you have your student(s) listed in the Students section, check the box next to each student's name and press the "Next Step" button.

Select Teachers

- Check the box next to the names of the teacher(s) you'd like to book appointments with. Once you have finished, select "Filter Slots".

Scheduling

- Each square with a plus sign represents an available meeting time.
- Click on a square to book that time.
- Click "Create Appointment". Appointment would be booked and you will see the confirm message at the top which will disappear automatically.
- Repeat until you have a time with each teacher you'd like to visit with.
- You can click on the "Printable Schedule" link located on the left-hand side to print a copy of your schedule.
- If you want to make appointment changes or cancel your appointment click on the "My Appointments" link on the left hand side. On the right side of each appointment you will see three dots. Hover your mouse to see available options.
- For parents who have logged in via mobile phone, select the three bar menu option in the top left corner. Then select the "My Appointments" option to see your appointments. You can now view your list of booked appointments. By selecting the three dots menu button next to each appointment, you'll see the available options.

If you have any technical questions, please do not hesitate to contact me via email at kgoldberg@spc-school.net.

Best regards,
Kathy Golbderg