



KINGWOOD TOWNSHIP SCHOOL



RICK FALKENSTEIN
Superintendent

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TIMOTHY LOVELAND
Principal

October 22, 2021

RE: Fall Parent Teacher Conferences

Dear Parents:

Our Fall Parent-Teacher conferences are fast approaching and will be held on Monday, November 1st from 6:00 p.m. to 8:00 p.m., Tuesday, November 2nd and Wednesday, November 3rd from 1:45 p.m. to 3:45 p.m. We will be utilizing the web-based program called "**Pick-A-Time**" to schedule parent-teacher conferences. This system allows you to make appointments for those teachers you wish to see.

You can access the **Pick-A-Time** scheduler through a link on our district website, www.kingwoodschool.org or by entering the following url on your home computer: <http://www.pickatime.com/client?ven=11602633>. Directions to schedule your appointments are posted on the reverse side of this letter. Please note if you have more than one child, you will be able to enter all of their names and see all schedules on one page. Your student ID is your child's first and last name combined (example: danielsmith) and the Security Value is your child's date of birth. (example: 10/5/2008). **Pick-A-Time will be open for scheduling starting Sunday, October 24th through Sunday, October 31st. Please note that log in information from last year has been erased. You will need to log in and create a new account for this school year.**

We hope that this system will continue to make the process of scheduling a conference easy for you as well as meet your needs. If you need additional help, please contact Tina Romeo at 996-2941 ext. 517.

Sincerely,

A handwritten signature in black ink that reads "Rick Falkenstein".

Rick Falkenstein
Superintendent

KTS PARENT TEACHER CONFERENCES PICK-A-TIME WEB SCHEDULER

Directions for Parents

Follow the directions in this letter (on the reverse side) to access the Parent Teacher Conference Scheduler.

Register

1. Enter your email address and push "Login/Create Account".
2. Fill in the required fields to register.
3. For each child, enter their student ID (information on reverse side of letter)

Sign In

If you've previously registered, all you need to do is enter your email and password. The system will know about your appointments and the children you have added to your account.

Scheduling

1. 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, just the set of teachers that your children have classes with) Click on a square to book that time.**
2. You will optionally have the choice of setting a time when you would like a reminder email to be delivered.
3. Click "Create Appointment"

Repeat until you have a time 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.
- If you want to make changes to your schedule, you can log in at any time with your email and password.
- If you have more than one appointment, they will be hidden. Click on the blue circle to the left of your name at the top of the screen to show your appointments. There will be links to modify the time, or cancel the appointment.

Please note: if you would like to make an appointment with a teacher that your child does not have a class with, you will need to contact the school.