



Bexley High School

# Bexley City School District

To provide educational experiences that engage, equip and empower each student.

January 17, 2020

Dear Parent/Guardian:

Bexley High School parent-student-teacher conferences will be held on Thursday, February 6 and Wednesday, February 12. You will use the Internet-based appointment booking system from Pick a Time to select which teachers you would like to meet with and when. **You will need to know your child's student ID # and birthdate in order to schedule conferences with his/her teachers.** Your student should be able to tell you their ID number. STUDENTS ARE TO ACCOMPANY YOU TO CONFERENCES. Each teacher has a limited number of appointment slots available and these are booked on a first-come basis.

**ATTENTION NON-CUSTODIAL PARENTS - You must add an asterisk (\*) after your student's ID number (no space) in order to schedule appointments.**

#### When to schedule

You may go online from **January 25-February 2** to schedule conferences. Visit the school district website at [bexleyschools.org](http://bexleyschools.org), select Bexley High School and then Parent & Student Portal for the [Pick a Time link](#). You may also access the Pick a Time website directly at <https://pickatime.com/client?ven=11600461>.

#### Register (new users)

1. Enter your email address and select "Login/Create Account."
2. Fill in the required fields and register.
3. For each child, enter their student ID and birthdate then select "Add."

#### Sign in

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

#### Scheduling

1. Each colored square represents an available 10-minute meeting time. The legends shows you which teacher corresponds to which color and what appointment times are available. (**Note:** You will only see the teachers your child has classes with.) **Click on a square to book that appointment slot.**
2. Click "Create Appointment."

Repeat the above steps until you have an appointment time with each teacher you would like to visit.

- At any time, you can click on "printable schedule" and print the resulting Web page. 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 your email and password.
- Click on "Your Schedule" to display and hide your appointments. There will be links to change the time or cancel the appointment.

If you are unable to schedule your appointments via computer, please call 614.237.4309 (select options 8, then 9, then 1 and enter VM #6711) and leave a voicemail message between January 25-February 2. You **must** include the following information: your student's name, names of teachers with whom you would like to meet, your name and a telephone number where you can be reached or a message may be left with your appointment schedule.

An alternative venue to consider is email as a means of communication/conference. If your questions or concerns can be addressed via an email, please use this rather than signing up for a conference slot. Communication via email allows the teacher to respond in a timely manner without the constraint of another parent waiting for the next conference. Finally, we typically have more requests for conferences than available. If you need to cancel, please notify the teacher as soon as possible. This will allow the teacher to utilize this time and schedule someone from their waiting list. Thank you for your consideration.

If you have any questions, please contact Brenda Ferguson at [Brenda.Ferguson@Bexley.us](mailto:Brenda.Ferguson@Bexley.us) or 614.231.4591.

Sincerely,

Kristin Robbins  
Principal

:bkf