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Dr. Lynda C. Andre, Superintendent



October 2, 2018

Dear Parents:

The District will again use **Pick-A-Time** to schedule PreK-12 parent-teacher conferences to be held from November 19-21. Like prior years, **Pick-A-Time** will allow parents to schedule all of their children's parent-teacher conferences through the internet using the account from last year or by creating a new account. Registration will begin at 8:00 a.m. on October 15, 2018, and will end at 10:00 p.m. on November 18, 2018.

Parents without internet access may still contact their child's building or teachers directly to set up an appointment.

This letter will provide the basic information each parent needs to access **Pick-A-Time**, including information specific to grade levels.

Pick-A-Time web address: (<https://pickatime.com/ecusd7>):

General Information

1) Logging in to Pick A Time (once the system is available)

- a) Parents should log in using the web address above or click on the link in TigerView under the "School Links" tab.
- b) Once in **Pick-A-Time**, if you registered last year, you will enter your email address and password and click on "Login/Create Account." You may also click on "Forgot My Password" if you forgot the password you created last year.
- c) If you did not register last year, you will enter your email address and click on "Login/Create Account." Enter the required information (Confirmed email, First Name, Last Name, Password). Click OK to register.
- d) At the next screen you will use the drop-down menu to select the appropriate school's conference. If you did not use the system last year or you have an additional student to add, you will then enter your child's first name plus last name (ex. BenjaminFranklin) and birthday in the correct format **(mm/dd/yyyy)** and click Add.
- e) At the next screen you will select the date of the conference (Nov. 19, Nov. 20, or Nov. 21).
- f) If you have an additional child in the same school, you can enter his/her first name plus last name and birthdate after you have selected the conference date.

- g) You will see a list of each teacher's available times in a color-coded grid. If you hover over a colored box it will display the information for that course and teacher. Select an available colored box next to the time that you would like to schedule a conference.
- h) You will have the option to set an email reminder on the next screen. You must click "Create Appointment" for the scheduled time to be confirmed.
- i) Continue the process for all remaining conferences.

2) **For K-5 Students**

- a) Elementary students with two teachers will schedule their parent teacher conferences with both teachers at the same time.
- b) Elementary specialists (Art, Music, Spanish, PE, Band, Orchestra, Challenge, and Reading Club) will be scheduled separately through each building secretary. Contact your building secretary to set up an appointment if needed.
- c) Elementary conferences are scheduled in 15-minute blocks.

3) **Middle/High School Students**

- a) Middle school and high school conferences are scheduled in 10-minute blocks.
- b) All middle school and high school teachers have a specific room assignment for conferences.

Please feel free to contact your building secretary or principal if you have any questions.

Respectfully,

Dr. Lynda C. Andre
Superintendent