

TEACHER CONFERENCES ARE COMING!

When?

Wednesday, October 23rd

4:10pm – 8:00pm

Thursday, October 24th


7:00am – 7:00pm

THERE ARE NO CONFERENCES AND NO SCHOOL ON FRIDAY, OCT. 25TH.

Who?

Our goal is 100% parent/guardian participation.


How?

Log into our Online Scheduler by clicking this icon  on the North web page between October 1st and October 21st. You will be able to view your student's teachers and available conference times. Sign up *individually for each teacher*.

If you do not have a computer at home, please come to the school and use one of ours!

No, really! How?

Step-By-Step Parent/Guardian Instructions for the Online Conference Scheduler

1. **IMPORTANT!** If you will need a translator at your conference, please contact Mrs. Farquhar at 328-2464 or thelma.farquhar@d11org by October 18th so we can make those arrangements for you.
2. If you do NOT require a translator, visit the school's homepage at north.d11.org and click on the Online Scheduler icon. .
3. From the Online Scheduler Home Page
 - a. Choose North from the drop down list and click "GO"
 - b. The school password is **north**. *It is not case-specific.*
 - c. Enter your student's **Student ID number**. *If you do not know the ID number, use the **LOOKUP STUDENT ID** button for help.*
 - d. Verify the student's birth date.
 - e. A list will come up of your student's teachers. Check the box next to the name of *each* teacher with whom you would like to meet.
 - f. If you have more than one student in the school you can see all teachers' schedules at one time. At the bottom of the current page - answer YES to the prompt "**Do you want to schedule conferences for another student?**" and repeat the steps above for your other students. *If you only have one student, be sure to answer NO at the prompt.*
 - g. You will see the available time slots for each teacher.
 - h. Choose times that work best for your schedule.
 - i. Enter your email address to have an email reminder sent to you. **Your email address is kept private.**
 - j. Confirm your appointment details and print your conference schedule.
 - k. **WRITE DOWN the Confirmation Number. You will need this number to cancel or change your appointment.**

Need help? Contact North's Online Scheduler specialists:

Mrs. Brewer
Jean.brewer@d11.org
328-2427

Mrs. Olney
Allison.olney@d11.org
328-2411

Mrs. Roberds
Roberll@d11.org
328-2410