

Sunset



Valley

September 24, 2018

Dear SVE Jaguar Families,

Parent/Teacher Conferences will be held on October 17th and 18th. As in previous years, we will be scheduling conferences with Pick-A-Time.

Pick-A-Time allows you to schedule a conference with your student's teacher(s) by logging in, checking the teacher's schedule, and clicking your desired conference time. You will be able to choose if you would like the program to initiate an e-mail reminder. Additionally, you may log back into the program to view or change your conference time(s). You will be able to log in on October 1, 2018. Access to Pick-A-Time to schedule a conference will close on October 16, 2018 at 5:00 p.m.

A few things to know:

- Conference times are on a "first come, first served" basis. Please schedule one as soon as possible.
- If your child has more than one teacher (applies to some grade levels), you will only schedule a conference with the homeroom teacher.
- If your child has more than one academic teacher (Learning Center, Speech, Reading), all conferences will take place with your child's homeroom teacher and the other staff members will join you if possible during your scheduled time.
- Other staff members (Art, Music, PE) are available to meet. If you wish to schedule a conference time, please contact the teacher/staff member via email and schedule directly with them.

If you have any further questions, please contact the office at 816-986-4240.

Pick-A-Time Directions for Parents

Sunset Valley Elementary Parent Conferences

Website Address:

<https://pickatime.com/SVE/client?event=326981>

Register (new users):

1. Enter your email address and push “**Login/Create Account**”.
2. Fill in the required fields and register.
3. For each child, enter in a student ID (lunch number) and birthdate. Enter the birthdate in the following format **mm/dd/yy**.

Scheduling:

1. Each colored square represents an available meeting time. The legend will show 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 schedules, just the teacher that your child has class 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 delivered.
3. Click “**Create Appointment**”.
 - At any time you can click on “**Printable Schedule**” and print the resulting web page to get a hard copy of your schedule. 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 the email address and password you used to create your account.
 - Click on “**Your Schedule**” to display and hide your appointments. There will be links to change the time, or cancel you’re the appointment.

If you have forgotten your password, you can select the “**Forgot Password**” button and a new password will be emailed to you.

If you have any questions concerning Pick-A-Time scheduling, please contact Lydia Kirkham at 816-986-4240.