

SOUTHERN LEHIGH J.P. LIBERATI INTERMEDIATE SCHOOL

PARENT CONFERENCE SCHEDULING 2019

Dear JPLIS Parents,

As you are aware, Parent-Teacher Conference week is soon approaching. JPLIS uses an automated parent-teacher conference scheduler called "**pickAtime**." In order to arrange a fall parent-teacher conference, parents will need to follow the directions appearing below.

Important Information:

- Parent-Teacher Conference week is **November 20, 21, 22, 25 and 26, 2019**. Students will be dismissed at 12:50PM.
- Conferences at the Intermediate School are **10 minutes in length**. This time limit is set to accommodate the many in-person meeting requests we receive. **Parents are advised that only one conference will be scheduled per student.** The Intermediate School has over 700 students, so multiple conferences per family or student cannot be accommodated during Parent-Teacher Conference week. Therefore, it is recommended that you schedule your conference with **the teacher** with whom you are most in need of having an in-person conversation. Realize that your child's other teachers will be conferencing with other parents at the same time, and therefore team conferencing is often not possible.
- **Phone conferences are an alternative to in-person meetings.** Please email your student's teacher directly and provide information including an appropriate contact number at which you can be reached.
- Parent-Teacher conferences are **not** mandatory. The **Sapphire Community Web Portal** allows parents any time access to student academic progress. Realize, too, that quarterly Report Cards are paperless and viewable to parents through the portal. We strongly encourage all Intermediate School parents to sign-up for an account if you have not already done so. Directions are on our school website.
- For students who are thriving academically and socially, in-person meetings may not be necessary. Parents are not obliged to make a conference appointment. We ask parents to keep this in mind since time for in-person meetings is limited during Parent-Teacher Conference week. With that said, we invite all parents to schedule a conference if desired.

DIRECTIONS FOR pickAtime

The scheduling window will be open from October 30 to November 13.

Register as a user:

1. Go to JPL IS website and click on the first news item. This will take you to the JPL IS "Login/Create Account page" or copy and paste this link **<https://pickatime.com/JPLISconferences2019>** .
2. Enter your email address and click "Login/Create Account."
3. Fill in the required fields to register and click "OK" (Note: For security purposes, accounts from last year have not been saved. Please create a new account).
4. For each child, enter the school student ID and birthdate (format: m/d/yy), and click "Add".

Scheduling:

1. Each colored square represents an available meeting time. The legend will show which teacher corresponds to which color, and the times increase as you go down the page. (Note: you will not see all the teachers at the school, just the set of teachers that your child has for core instruction).
2. Click on a square to book that time.
3. Click "Create Appointment". An "Appointment Confirmed" message will be displayed to confirm that the time slot you selected has been scheduled. Repeat the scheduling steps for each additional child/student. (Note: you will only be able to schedule one conference per student)
4. When completed, click "printable schedule" then the print button for a copy of your conference schedule. You will also have the option to email your schedule to yourself.
5. 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.
6. Click on "Your Schedule" to display your appointments. There will be links to change the time, or cancel the appointment.

Should you have any questions or need assistance, please contact Debbie Brader at 610-861-4040 Ext: 1001 or braderd@sbsd.org.