

Licking Valley Elementary Parent/Teacher Conferences

Licking Valley Elementary will, once again, be using Pick-a-time.com to allow parents to schedule parent/teacher conferences for your child. Conferences will be held on Tuesday, October 17th and Thursday, October 19th for intermediate students grades 3-5. Conferences will be scheduled between the hours of 4:00-7:30 p.m. on both dates. Pick-a-time will be available October 4th through October 13th for parent scheduling. After October 13th please call the office to schedule. Please see the instructions below for accessing the website for scheduling. If you do not have internet access please call the school office 740-763-2031 and we will be happy to assist in scheduling your parent/teacher conference.

Licking Valley Intermediate Parent Teacher Conferences October 17th & October 19th, 2017



We will be using the online product to schedule parent teacher conferences. Schedule early, the window to schedule will close 2 days prior to conferences to allow teachers time to review schedules. Please follow the instructions below for scheduling:

Go to: <https://www.pickatime.com/client?ven=11602925>

- LOGIN SCREEN: Enter your e-mail address and create a password.
- Click LOGIN/CREATE ACCOUNT: You will be prompted to enter parent first and last name, password and confirm password. Then click UPDATE.
- TEACHER PAGE: Click the white box for each teacher you would like to schedule an appointment with, if you need to schedule with more than one teacher you can check all boxes at the same time. The schedules are color coded for each teacher. If the time is marked in white it is unavailable.
- CREATE APPOINTMENT PAGE: After choosing a time you will be directed to the create appointment page where you will enter the student name and click create appointment.
- LOGOUT: You will be directed back to the teacher page and will need to logout at the top left of the page.
- E-MAIL: You will be sent an e-mail reminder as soon as your conference is scheduled.

****If you have previously scheduled conferences your login and password will remain the same.