



## Birchview Elementary School

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October 22, 2012

Dear Birchview Elementary Parents:

Parent-Teacher Conferences will be held on **Wednesday, November 7<sup>th</sup> from 4:00 to 8:00 PM and Thursday, November 8<sup>th</sup> from 8:00 AM to 8:00 PM** here at Birchview Elementary. As a convenience to families, we are again using our web-based scheduling system. *This web-based system will open to you starting Monday, October 22<sup>nd</sup>.* To schedule conferences, parents/guardians should use our on-line registration web site:

<https://pickatime.com/client?ven=11605162&event=240371>

Following is a link to directions for on-line scheduling:

[http://issuu.com/wayzatapublicschools/docs/directions\\_for\\_online\\_conference\\_scheduling?mode=window&viewMode=singlePage](http://issuu.com/wayzatapublicschools/docs/directions_for_online_conference_scheduling?mode=window&viewMode=singlePage)

If you forgot your password, simply click "Forgot My Password" and a new one will be emailed to you. Once logged in you will see the conference schedule. Twenty-minute time slots are available for you to meet with your child's teacher.

- ∞ To schedule a conference, click on a particular time slot that you desire.
- ∞ Click "Create Appointment".
- ∞ To review your schedule, click on "Your Schedule" at the top of the page.

The SYSTEM WILL CLOSE 24 HOURS PRIOR TO THE DAY YOU ARE TRYING TO SCHEDULE. If you do not make an appointment online before the deadline, please contact your child's/children's teacher(s) by phone or email during the school day to schedule an appointment. If you have any technical difficulties, please call (763) 745-6014.

Conferences are an important communication opportunity and we appreciate your prioritizing attendance. PTA-sponsored childcare will again be available to support our families. Please know that you can assist in making these meetings productive by considering questions you have related to your child's progress ahead of the conference and communicating these to your child's/children's teachers. Please contact us with any questions as to conferences or scheduling.

Thank you,

Steve Root  
Principal