



Taylor High School Fall Parent/Teacher Conferences



Thursday, October 20th 12pm-7:30pm

Directions for Scheduling Parent/Teacher Conferences

You may schedule conferences online beginning **Monday, October 10th through noon on Wednesday, October 19th**. Schedule early to have access to a broad range of meeting times – slots fill up fast! Please contact the main office if you do not have internet access.

Let's Start!

Enter the following address into your web browser: <https://pickatime.com/client?ven=11605726>

Register

1. Enter your email address, create a password and push "Login/Create Account".
2. Fill in the required fields and register.
3. For each child, enter a student ID OR student name (*example: 11250 OR JOESMITH*)
4. Then enter the child's date of birth (*example: 1994-07-22*)
5. Select the date you wish to schedule conferences.

Scheduling

1. Each colored square represents an available meeting time. The legend shows you which teacher corresponds to which color. (**Note:** you will not see all of the teachers at your school, just the set of core subject teachers that your children have classes with. Science, English, Math, Soc. Stud.) **Click on a square to book that time.**
2. You will also have the choice of setting a time when you would like a reminder email delivered.
3. Click "**Create Appointment**".

Repeat until you have a time with each teacher you'd like to visit with.

- 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 the appointment.

Please Note: If you would like to make an appointment with a teacher for one of your child's elective courses or a teacher that your child does not have a class with, you will need to contact the school. If a teacher's time slots are full and you are unable to meet with them, please feel free to call or e-mail the teacher directly for other available options on discussing your child's progress.

Don't miss our other events being held at the TREC Campus for your convenience during Parent-Teacher Conferences:



Senior Order Night!

Parents/Students can meet with Graduate Services from 3:00-7:00 PM to place their Senior orders for Announcements, Caps, Gowns, and Memory Items! Graduate Services will be located in the HS Cafeteria.

FAFSA Night

Terri Scott from Summitt Financial will be available to help answer all of your College Financial Aid questions! They will have a presentation for all parents in the Auditorium from 6:00-7:00 PM. Please contact the Guidance Office for more details.

