

Step-By-Step Parent/Guardian Instructions

1. Visit the school's [homepage](#) and select the Online Scheduler link on the right side of the screen.
2. From the Online Scheduler Home Page
 - a. Choose your student's school from the drop-down list and click "GO"
 - b. Enter the school password: **birch** (Note: this is all lower case)
 - c. Enter your student's "Student ID". If you do not know their Student ID, use the LOOKUP STUDENT ID button to access the system.
 - d. Verify the student's birth date
 - e. A list of your student's teachers will be displayed. Check the box next to the name of each teacher(s) you would like to meet with.
 - f. If you have more than one student in the school you can see all of your students' teachers' schedules at one time by answering YES to this question "[Do you want to schedule conferences for another student?](#)" then repeat the steps above for your other students. If you only have one student, answer NO to that question.
 - g. You will then see the available time slots for each teacher you selected.
 - h. Select the times that work best for your schedule.
 - i. Enter your email address (recommended) if you would like an email reminder sent to you. (Your email address is kept private.)
 - j. Once you have finished you can confirm your appointment details and print your conference schedule.
 - k. Write down the Confirmation Number (you will need this number to cancel your appointment)

Need help: Contact your child's teacher or the school office: 792-7690