



Adams Protestant Reformed Christian School

Our Aim is Reformed Education

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Established by the Grace of God - 1950

From the desk of...

Mr. Rick Mingerink, principal

Dear parents,

This is a letter to notify you that there will be a change in the procedures for signing up for parent/teacher conferences this March.

In the past, we used forms that were sent home with your children. The office collected these forms and worked on compiling a spreadsheet based on the information returned. This is a tedious and inefficient process, especially when other methods are easily utilized. The new format will simplify this process by using an online scheduling program known as ***pick-A-time*** (www.pickatime.com). It will also give you the ability to select the exact time slot you desire (subject to availability).

Below are your instructions on how to sign up for conferences. ***Please be aware that it will require you to have access to the internet and an email address.*** *If some of you do not have internet at home, your local library is a possible source for you to use.*

STEP 1 (go to the website):

- Go to www.adamschristianschool.org and click on "Parent/Teacher Conference Scheduler" under the Calendar menu. Click on the button provided.

-OR-

enter the following link in the address bar of your web browser:

<https://pickatime.com/client?ven=11608901>

STEP 2 (create account):

- You should be on the "log in" page. You will see the Adams Chr. logo.
- Click the "Login/Create Account" button. Fill in the appropriate information.

*For future conferences, you will not have to create a new account. This is a one-time step. Once an account has been created, all you have to do is log in.

STEP 3 (log in):

- Enter the appropriate email address and password you created.

STEP 4 (scheduling):

- You will see a list of teachers. Select the box next to the teacher name(s) that you would like to schedule a conference with. You will then see the schedule of available times for those teachers.
- Each colored square represents an available meeting time. The legend shows you which teacher corresponds to which color and the times increase as you go down the page.
- Click on a square to schedule that time**
- You will optionally have the choice of setting a time when you would like an email reminder to be delivered, and you will be prompted to enter in the name of your student.
- Click on "**Create Appointment**".
- Repeat until you have a time with each teacher you'd like to visit with.
 - You can click on the "**Printable Schedule**" link located on the top right corner and print the resulting web page to get a hard copy of your schedule. You will also have the option to email the schedule to yourself.
 - If you want to make changes to your schedule you can click on the "**Your Schedule**" link, OR you can login at any other time with your email and password.

NOTE: Junior High parents should only sign up with their child's homeroom teacher.

If you have any questions, please call the school office.