



NASHOBA

Regional School District

NOVEMBER 2017

Center School Parent-Teacher Conferences

Parent-Teacher Conferences for **grades PK- 5** will be held on **Monday, November 6th 8:30-3:00pm** and **Thursday, November 9th 1:00-3:00pm and 5:00-8:00pm**. We will continue use of the online scheduling tool *Pick-A-Time* to coordinate appointments with teachers.

Pick-A-Time will **open** for sign-ups **Monday, October 23rd at 7:00pm** and **close on Thursday, November 2nd at 7:00am**.

The instructions are as follows:

Go to the school's website at <http://center.nrsd.net> and click on "Parent/Teacher Conference Sign-Up" on the main screen. The direct link is <https://pickatime.com/client?ven=11604319>

Register

1. Enter your email address and select "Login/Create Account". If you do not have an email address please use your first initial and last name@fakemail.com. You will not receive an email confirmation.
2. Fill in the required fields and register.
3. For each child, enter your **child's student ID** which is their **first name, a space, and their last name**. It is **NOT** their lunch ID. This must be the complete first name not a nickname – Thomas instead of Tom for instance, and their security value, which is their date of birth in this format month/day/year or 5/3/1992 for May 3, 1992. and select "Add"

Sign In

If you've previously registered for conferences here, all you need to do is enter your email and password. The system will know about your appointments and the children you added to your account. If you have forgotten your password, please contact Mary O'Brien at Center and she will update it for you.

Scheduling

1. Each colored square represents an available meeting time. The legend shows you what teacher corresponds to what color, and the times increase as you go down the page. (**Note:** you will not see all of the teachers, just the set of teachers that your children have classes with.) **Click on a square to book that time.**
2. After you set when you want the reminder email to be delivered, click "Create Appointment".
3. Repeat until you have a time with each teacher you'd like to visit with.
4. At any time you can click on "printable schedule" and print the resulting web page to get a hard copy of your schedule.
5. If you want to make changes to your schedule, you can log in at any time with your email and password.
6. If you have more than one appointment, they will be hidden. Click on the blue circle to the left of your name at the top of the screen to show your appointments. There will be links to modify the time, or cancel the appointment.

If you have any questions please contact Mary O'Brien at mobrien@nrsd.net

Thank you for your partnership,

Ross Mulkerin
Principal

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Tomorrow"*
center.nrsd.net

ROSS MULKERIN
PRINCIPAL

CHRISTY NEALON
ASSISTANT PRINCIPAL

THE CENTER SCHOOL

403 Great Road

Stow MA 01775

Phone: 978-897-0290

Fax: 978-897-5739