

# Eastwood SEP Conferences Grades K-5<sup>th</sup>

Wednesday, September 21<sup>st</sup> and

Thursday, September 22<sup>nd</sup> 3:40 – 7:10

<https://pickatime.com/GraniteSD/>



Dear Parents,

To schedule an in person appointment for SEP conferences we are using PickATime. If you do not have internet access, please call the office at (385) 646-4816 to schedule your appointment.

## Step-By-Step Parent/Guardian Instructions

**Scheduling window will be open from September 13 4:00pm to September 19 Midnight.**

### Register as a user:

1. Click on this link <https://pickatime.com/granitesd/> or scan the QR code above.
2. Enter your email address and click "Login/Create Account."
3. Fill in the required fields to register and click "OK"
4. For each child, enter the student ID# (their 9#) and birthdate (format: m/d/yy), and click "Add".

### Scheduling:

1. Select an in-person option if prompted.
2. Each colored square represents an available meeting time. The legend will show which teacher corresponds to which color, and the times increase as you go down the page. (Note: you will not see all the teachers at the school, just the set of teachers that your child has for core instruction).
3. Click on a square to book that time.
4. Click "Create Appointment". An "Appointment Confirmed" message will be displayed to confirm that the time slot you selected has been scheduled. Repeat the scheduling steps for each additional child/student. **(Note: you will only be able to schedule one conference per student.)**
5. When completed, click "printable schedule" then the print button for a copy of your conference schedule. You will also have the option to request that the schedule be sent to your email.
6. 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.
7. Desktop users: Click on "Your Schedule" to display your appointments. There will be links to change the time, or cancel the appointment.  
Mobile phone users: Select the green menu option to the left of your name. Then select the green "Your Schedule" option to see your appointments. You will need to scroll to the right-hand side to cancel the appointment.
8. You will receive reminder email 72, 48 and 24hrs before your scheduled time.

**Should you have any questions or need assistance, please contact the Main Office at (385) 646-4816**