

# School District of Amery

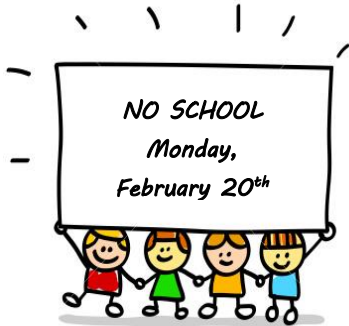
## CONFERENCE LETTER

Please Read Carefully

January 26, 2017

Dear Parent(s):

Parent/teacher conferences for both **Lien Elementary School** students and **Amery Intermediate School** students will be held on Monday, February 20<sup>th</sup>, from 1:00 - 7:40 p.m. and Thursday, February 23<sup>rd</sup>, from 4:00 - 7:40 p.m.



Conferences are limited to one per child per teacher. If parents are **legally prohibited** from being in the same room with each other, a separate conference may be scheduled by contacting Katie at 715-268-9771, ext. 262, or by email at [elmerk@amerysd.k12.wi.us](mailto:elmerk@amerysd.k12.wi.us) or Sylvia at 715-268-9771, ext. 277, or by email at [wiens@amerysd.k12.wi.us](mailto:wiens@amerysd.k12.wi.us)

There will be NO school for any students on Monday, February 20<sup>th</sup>. In the event school is cancelled or closes early on Thursday, February 23<sup>rd</sup>, conferences will also be cancelled and rescheduled.

On the back of this letter are simple instructions for you to follow to schedule your parent/teacher conferences. Remember to allow 20 minutes for travel when going between buildings. **Sign up for parent/teacher conferences by Friday, February 17<sup>th</sup>.**

If you have any questions about scheduling parent/teacher conferences or do not have access to a computer, please contact **Katie Elmer** at 715-268-9771, ext. 262, or **Sylvia Wien** by calling 715-268-9771, ext. 277, and they will help you. If you find that you cannot make your original conference time, simply go in and reschedule it at a new time that is available.



Both schools will be providing free child care. **Only preregistered children will be accepted for child care.** If you are taking advantage of child care at both buildings, please be sure to indicate the times you will need child care at **each** location. If you are using the child care, we ask that you volunteer for at least 1 hour to help with this very important service. Because scheduling is tight and volunteers are limited, please pick up your child(ren) from child care **immediately** following your conference. Reservations for child care should be made as soon as possible but no later than **Friday, February 17<sup>th</sup>.** **Please call if your need for child care changes.**

### CHILD CARE RESERVATION – Preregistration is **REQUIRED**

Return form to Lien Elementary or Amery Intermediate School no later than **Friday, February 17<sup>th</sup>.**

**If you plan on using the child care, we ask that you volunteer for at least 1 hour to help staff this very important service.**

Parent's name \_\_\_\_\_

Parent's phone number: \_\_\_\_\_ Alternate phone: \_\_\_\_\_

I am willing to help supervise child care at **Lien** on \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

I will need child care at **Lien Elementary** on \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

I am willing to help supervise child care at **Amery Intermediate** on \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

I will need child care at **Amery Intermediate** on \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

Number of Children \_\_\_\_\_ Age(s) \_\_\_\_\_

*If your plans change and you do **NOT** need child care, please contact the school office at 268-9771, ext. 262 or 277 and let us know.*

## Pick A Time Directions for Parents

Logon to the Amery Schools website at [www.amerysd.k12.wi.us](http://www.amerysd.k12.wi.us) or use:  
<https://pickatime.com/client?ven=11608210&event=303749>

Select the Parent tab at the top of the page.  
Select either Lien Elementary or Amery Intermediate School Family Folders.  
Click on "Schedule a Conference".

### Register:

1. Enter your email address and push "Login/Create Account".
2. Fill in the required fields and register.
3. For each child, enter a student ID

**What is the Student ID?** = your child's first and last name, with a space between them, example: Ben Franklin, and their birthdate in this format *mm/dd/yyyy* (ex. 03/15/2005).

### Sign In:

If you've previously registered, all you need to do is enter your email and password. If you have forgotten your password, you can select the Forgot Password button and a new password will be emailed to you.

### Scheduling:

1. 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. (**Note:** you will not see all of the teachers at your school, just the set of teachers that your child(ren) have classes with.) **Click on a square to book that time.**
2. You will optionally 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 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 that your child does not have a class with, you will need to contact Katie Elmer at 715-268-9771, ext. 262 or Sylvia Wien at 715-268-9771, ext. 277.