



Dear Lake Garda School Parent(s)/Guardian(s)

Communication and collaboration between home and school is a significant factor in contributing to student achievement. One of the ways we encourage this communication is through parent-teacher conferences.

LGS Conferences will be held on:

Tuesday, March 22 4:00 – 7:00 pm

Thursday, March 24 4:00 – 7:00 pm

Friday, March 25 1:30 – 3:45 pm

Please note, some teachers are also available to conference in the morning during the week of March 21st.

Conferences can be scheduled through the Pick A Time website beginning Saturday, March 5 at 8:00 am.

FOLLOW THE DIRECTIONS BELOW TO GET TO THE PICK A TIME ONLINE PARENT-TEACHER CONFERENCE SCHEDULER:

Go to the website <https://tinyurl.com/LGS-21-22-spring-conferences>

(this link is also available on the LGS website)

Register (new users)

Enter your email address and push "Login/Create Account". (*password is not required at this point*)
Fill in the required fields and register.

Sign In (previous users who already have a Pick A Time Account)

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.

Identify Student(s)

For each child, enter the following information:

Student ID: First Name Last Name (ex. John Doe)

Birthdate: mm/dd/yyyy

If you have more than one child, click on any of the conference dates. You will be able to add your other child(ren) on the right side of the screen.

Scheduling

Choose the day when you would like to schedule your conference(s). Each colored square on the schedule 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 a time and then click "Create Appointment".

Note: you will not see all of the teachers at the school, just the set of teachers that your child has classes with. If you would like to make an appointment with a staff member whose schedule isn't available to you through Pick a Time, you can email that person directly to request a conference.

Here is the link to LGS Staff Directory: http://lakegarda.region10ct.org/staff_email_and_webpages

Repeat until you have a time with each teacher you'd like to visit with.

You can click on "printable schedule" and print the resulting web page to get a hardcopy 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 call Keiko Goulet at (860-673-2511) if you have any questions or need assistance.