

November 9, 2020

Please Read Login Instructions Entirely Before Signing In

Dear Parents/Guardians:

Valley Catholic Middle and High Schools use Pick-A-Time online scheduling service to help make the process of registering for Parent/Teacher conferences easier and more efficient.

This year, conferences take place from **Thursday, Nov. 19 thru Wednesday, Nov. 25**. Middle School and High School conferences will be held virtually via Zoom. Appointment times will last ten minutes. **On Wednesday, Nov. 18th you will receive an email with a google document similar to the one you received for back to school night. The document will contain the zoom links for every teacher which will allow you to join conferences for all your student's classes.**

You will have access to Pick-A-Time beginning Tuesday, November 10 at 8 a.m. and ending Tuesday, November 17 at noon. To schedule an appointment, please follow the steps outlined below:

1. Click on the URL link provided: <https://pickatime.com/client?ven=11607080>
2. Enter your e-mail address and create a personal password to log in.
3. Enter your Student ID. This will be the first and last name of the student as it appears on PowerSchool account. For example: BenSmith. Note, it is caps-sensitive, and there is **no space** between the first and last name.
4. The birthday should be entered as follows: 1/2/1998
5. You should then see a colored screen with teachers and available time slots. Simply select an available slot with the desired teacher. If your child has the same teacher for two classes, please schedule only one appointment and plan to address both classes during this time.
6. If you have more than one child to schedule, you can enter that information and add those teachers to the screen as well.
7. Then, just log out.
8. If you experience challenges with the system, contact Melissa McMillan at mmcmillan@valleycatholic.org
9. If you are unable to schedule a time with a particular teacher, please contact him or her by e-mail to set up a time that will work.

Sincerely,

Brenna Brown
Dean of Academics
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Jennifer Gfroerer
Middle School Principal
503.718.6510 (direct)

