



NSHS PARENT CONFERENCES 2019 PLEASE SAVE THIS IMPORTANT NOTICE

Mark Your Calendar:

- Conferences will be held on Tuesday, December 3rd from 1 – 4pm and Thursday, December 12th from 4:30 – 7:30pm
- Due to the late Thanksgiving holiday this year, the system will accept reservations starting earlier than usual, this week on Thursday November 21st at 6pm until Tuesday, November 26th at 6pm. **For new families, please be aware that slots fill up quickly.**
- If you do not have access to a computer, please call the Main Office at 617-559-6500 during the sign up period.

Phased Sign-Ups:

- To make sure that all parents have the opportunity to see teachers, there will be two **phases** to the sign-up process.
- **During the first phase of sign-ups, from 6pm on Thursday 11/21 until 8am on Sunday 11/24, you may only schedule a maximum of 3 teacher conferences per child.**
- During the second phase of sign-ups, from 8am on Sunday, 11/24 until 6pm on Tuesday, 11/26 you may sign up for a maximum of 3 additional conferences. Total conferences CANNOT exceed 6 per child.

To Do Before Logging In:

- Review your child's report card to determine which teachers you would like to meet with.
- Be sure to have your Student's LASID. This number can be found in Aspen on your students profile referred to as their Local ID. You can also find it located at the top of your student's report card.

How To Login to Pick-A-Time and Schedule Appointments (Beginning on Thursday, November 21st at 6pm)

- Go to the Parent/Teacher Conference Reservation System web site: <https://pickatime.com/NSHS>
- Choose Log in/Create New Account and complete the required fields to set up your account.
- At the next screen, complete required fields with your student's ID number, also referred to as their LASID, and the student's Birthdate (MM/DD/YY)
- If you need to schedule appointments for multiple

students, you will see an option to add another student on the right of the screen.

- Each teacher is color coded and you select a time by clicking in one of the time slot boxes
- Any slot that is white, the teacher is not available. Any slot that is black, the teacher is already scheduled
- The system will not allow you to schedule back to back appointments. You need to schedule conferences in every other time slot
- At the top of the page under “Your Schedule,” you will see options where you can cancel or change any times you scheduled
- Next to your name at the top of the page, you can print out a copy of your schedule and the system will automatically email a copy to you
- If you would like to meet with a staff member who is not listed for your child (i.e. department head, vice principal, principal, counselor etc.), please contact him or her directly to schedule your appointment.
- If you have any questions, concerns or issues, please email NSHS_support@newton.k12.ma.us
- *Video Tutorial Available Here:*
<https://www.youtube.com/watch?v=E-ajBHrDEic>

If you would like translation services, please contact your student’s school counselor.