



Announcing: Parent / Teacher Conferences!

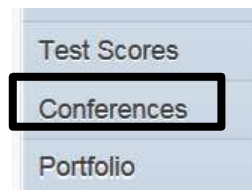
Dear Parents,

Parent-Teacher conferences are now being scheduled. We will have **THREE** days available for conferences in November. The conference dates are November 25-27. **Students will NOT COME TO SCHOOL on those three days.**

We are using our **ON-LINE SCHEDULING** system through Family Access. Parents will need use Family Access, between Nov 5th - 15th, to schedule their conference. Directions to schedule your conference are listed below. If you **DO NOT have internet access**, please contact the school office at 501-1450 to schedule your conference time.

1. Before you go online you will need to have your own **Family Access** login and password. If you do not have these, please go to the Family Access Login – www.kelso.wednet.edu, click on Quicklinks at the top left, click on Family Access Login, and then click *Forgot Your Login/Password*. Your information will be sent to your email address that you have on file with the school. Please note that you must login using your parent login, you cannot schedule conferences using your child's login.
2. Go to www.kelso.wednet.edu, click on Quicklinks and then click "**Family Access Login**".

3. Click on **Conferences**, on the left-hand side of the screen.



4. Click on **All Conferences** next to your student's name

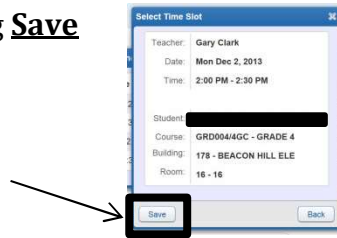


5. Click on **(Select a Time)**

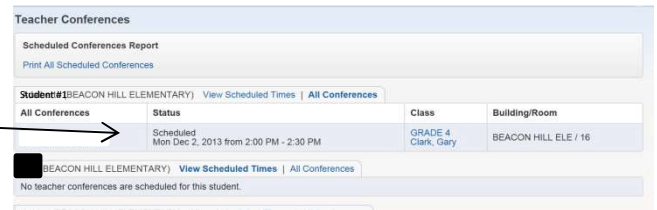


All conference times will be listed for that teacher. Click **Select** to choose a time that is available from the list.

6. Confirm your time by clicking **Save**



7. Your conference time has now been scheduled. You will see the date and time below your student's name.



All Conferences	Status	Class	Building/Room
[redacted] (BEACON HILL ELEMENTARY)	Scheduled Mon Dec 2, 2013 from 2:00 PM - 2:30 PM	GRADE 4 Clark, Gary	BEACON HILL ELE / 16

8. To CHANGE your conference time:

Click **View Scheduled Times**

Click **(Unschedule)**



Scheduled Conference Times	Status	Class	Building/Room	Notes
Mon Dec 2, 2013 from 2:00 PM - 2:30 PM	Scheduled (Unschedule)	GRADE 4 Gary Clark	BEACON HILL ELE / 16	

9. Confirm your cancellation by clicking **Save**



10. To schedule your next student start again at step #5.

11. The system will email you reminders 3 days before and the day before your conference. Please make sure your correct email address is listed under the **Account Info** in the upper right hand corner.



Remember the **Conference** scheduler will be open from Nov. 5th - 15th. If you need to make changes after Nov. 15th please contact your child's teacher directly or the school office.

Thank you and we look forward to seeing you at conferences.

Lexington Staff