

# Meriden Public Schools Conference Scheduler Instructions for Parents

Welcome to the Meriden Public Schools' new online conference scheduling tool, which is designed to make scheduling conferences with your child's teachers quick and easy.

Follow these steps to schedule your conference.

## Log In

1. Visit the login page at <https://conferences.meridenk12.org/parents/login.aspx>
2. Click the down arrow to see a list of schools, and click on your child's school to select it.
3. Enter your child's Student ID# (the same number they use to buy lunch at school). If you do not know your child's Student ID#, follow the prompts and the system will retrieve the number based on your child's information and automatically log you into the system so that you can schedule a conference. For the safety of your child, the Student ID# will not be provided or displayed.
4. Click the Login button.

## Schedule Your Conference

1. You will see a list of teachers who are available to hold a conference with you. Click on the name of the teacher with whom you would like to schedule a conference.
2. You will see a list of available conference times. Click the box next to your preferred time slot.
3. At the bottom of the page, enter your first and last name, select your relationship to the student, and provide at least one method of contact information: cell phone, email, or home phone.
4. To choose how you would like to receive a reminder of your conference time, click the box next to your preferred contact method: text, email, or neither. If you select "neither," you must provide your home telephone number.
5. Create a 4-digit PIN. This PIN will be used ONLY to access the conference you just scheduled.
6. Click the Schedule Conference button to confirm your conference.

## Receive Your Confirmation

1. Once you click the Schedule Conference button, you will see a confirmation screen with your child's name, the teacher's name, the date, time, and any information you will need, such as parking information, whether you need to check in at the office, and any specific instructions from the teacher.
2. On the day before the conference you will receive a text or email reminder (whichever method you chose) of your conference date and time.
3. If you are done scheduling your child's conferences, click the Log Out button. To schedule another conference for the same child, click the Back to Teacher List button.

## Reschedule or Cancel Your Conference

1. Log into the system again by selecting your school, entering your child's Student ID#, clicking the Login button, selecting the teacher from the list, and entering the PIN you created for the conference you want to change or cancel.

2. To cancel an appointment, click the Cancel Appointment. You will see a window that asks if you are sure you want to cancel. If you click OK, the appointment will be cancelled immediately.
3. To reschedule an appointment, click the Reschedule Appointment button and select a new time slot from the list. The contact information you previously entered will still be there, and you will receive a new confirmation page.

## Frequently Asked Questions

### **Q: What if two parents or caregivers want to schedule separate conferences?**

A: Both parents or caregivers are welcome to schedule conferences, but only one may use the online conference scheduler. The second parent may schedule a conference by calling the office or contacting the child's teacher.

### **Q: Can I schedule conferences with more than one teacher?**

A: Yes! You can schedule a conference with any or all of the teachers you see on the list. You may only schedule one conference at a time, so please complete the process for one teacher, then click the Back to Teacher List button on the conference confirmation page to repeat the process for each additional teacher.

### **Q: What if I do not have a cell phone number or email and I do not want to give my home phone number?**

A: You will still be able to schedule a conference with your child's teacher, but you must call the school office or contact your child's teacher to schedule your conference.