 **WINDSOR LOCKS HIGH SCHOOL**

 Principal

***Steven Swensen***

 Assistant Principal

***Michelle Zawawi***

Dean of Students

***Michael Lefevre***

A Professional Learning Community

58 South Elm Street, Windsor Locks, Connecticut 06096

Tel: (860) 292-5032 Fax: (860) 292-5039

[www.wlps.org/wlhs](http://www.wlps.org/wlhs)

**Windsor Locks High School Parent Teacher Conferences**

Please go to the following site to schedule your parent/ teacher conference for ***February 9, 2016.*** The on-line website will be open from **January 26, 2016** through **February 8, 2016.**

[**https://pickatime.com/WLHS/client?event=284985**](https://pickatime.com/WLHS/client?event=284985)

**Register (new users)**

1. Enter your email address and push "Login/Create Account".
2. Fill in the required fields and register.
3. For each child, enter a student ID (Located at the top right of this letter) and birthdate *(enter the birthdate in the following format mm/dd/yyyy).*

**Scheduling**

1. Each colored square 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. (**Note:** you will not see all of the teachers at your school, just the set of teachers that your children have classes with. **Click on a square to book that time.**
2. You will optionally have the choice of setting a time when you would like a reminder email delivered.
3. Click **"Create Appointment**".

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

* + At any time you can click on "**printable schedule**" and print the resulting web page to get a hard copy 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.

If you do not have internet access or you experience difficulty scheduling your appointments on-line, you may contact the secretaries in our Main Office for assistance at 860-292-5724.

With Regards,

Steven Swensen

Principal

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