

Step 1

If you have one child with just one teacher to make a conference for - click on your child's teacher's name. Go to Step 2.

If you have more than one conference to sign up for - click on "Register Multiple Conferences" in the the yellow bar and go to Step 3

scheduled conference time also. You can make changes until March 25. After that please contact Sheryl with questions or changes 641-562-2525 ext 110 or email davidss@northiowa.org (Please do not contact teacher for any changes as it tells you in the confirmation email.)

Register for Multiple Conferences

Mrs. Lockrem - K-Prep (2 schedules found) Mrs. Sime - Kindergarten (2 schedules found)

Step 2

Choose a time and click on Sign Up
 Grayed out times that say "no longer available" have been taken.
 Go to Step 4 then Step 8

March 28, Monday

Schedule for Mrs. Lockrem - K-Prep

Mon, Mar 28, 2011
4:00 PM - 4:15 PM no longer available
4:15 PM - 4:30 PM Sign Up
4:30 PM - 4:45 PM Sign Up
4:45 PM - 5:00 PM

Step 3

If you have more than one child or more than one teacher for your child you will enter the number of conferences needed. Click on **Continue**

North Iowa Community School Staff List - Compare Schedules

10%

Number of students who will be registering: 2

Step 4

Fill in student and parent information.
 If you chose more than one conference in Step 3 the program will save the parent info, continue entering your next child's name.
 Click on **Continue** at bottom of the screen.

Student's First Name 1 (required)

Student's Last Name 1 (required)

Parent/Guardian's Name (required)

Parent/Guardian's Phone (required)

To receive email confirmation, please enter an email address.

Confirmation Email Address (required)

Step 5 (If making more than one conference.)

Choose teachers with the same date (ex. both Monday)
 Click on teacher, click on > to bring to other side
 Click on "Find Schedules with Common Dates"

Available Schedules	Selected Schedules
Mr. Quail - 3rd Grade - March 28, Monday	Mrs. Lockrem - K-Prep - March 28, Monday
Mr. Quail - 3rd Grade - March 29, Tuesday	Mrs. Giesking - 4th Grade - March 28, Monday
Mrs. Giesking - 4th Grade - March 29, Tuesday	
Mrs. Storby - 4th Grade - March 28, Monday	
Mrs. Storby - 4th Grade - March 29, Tuesday	
Mrs. Judge - 5th Grade - March 28, Monday	
Mrs. Judge - 5th Grade - March 29, Tuesday	
Mrs. Price - 5th Grade - March 28, Monday	
Mrs. Price - 5th Grade - March 29, Tuesday	
Mrs. Jutting - K-3 Special Education - March 28, Monday	
Mrs. Jutting - K-3 Special Education - March 29, Tuesday	
Mrs. Oldenkamp - 4-6 Special Education - March 28, Monday	
Mrs. Oldenkamp - 4-6 Special Education - March 29, Tuesday	
Mrs. Hobbs - Elementary Title 1 Reading - March 28, Monday	
Mrs. Hobbs - Elementary Title 1 Reading - March 29, Tuesday	

Find Schedules with Common Dates

Step 6 (If making more than one conference.)

After reviewing date, and you decide to change date, you can do so by clicking on "go back and search again" in the green bar.
 If date is ok — click on "View Conferences for ..."

North Iowa Community School Staff List - Start Over - Compare Schedules

Searching for Mrs. Lockrem - K-Prep March 28, Monday...

Searching for Mrs. Giesking - 4th Grade March 28, Monday...

View Conferences for Monday, March 28

(2 of 2 schedules have conferences on this date.)

Select one of the dates above or go back and search again.

Step 7 (If making more than one conference.)

This screen will give you a side by side view of schedules with child's names listed. Some may appear grayed out, but if there is a check box beside child's name, that time is still available. Click on "Sign up for Selected Conferences" at bottom of screen.

Mrs. Lockrem - K-Prep March 28, Monday Mon, Mar 28, 2011	Mrs. Giesking - 4th Grade March 28, Monday Mon, Mar 28, 2011
4:00 PM - 4:15 PM 1 Available <input checked="" type="checkbox"/> Jill <input type="checkbox"/> Jack	4:00 PM - 4:15 PM 1 Available <input type="checkbox"/> Jill <input type="checkbox"/> Jack
4:15 PM - 4:30 PM 1 Available <input type="checkbox"/> Jill <input type="checkbox"/> Jack	4:15 PM - 4:30 PM 1 Available <input type="checkbox"/> Jill <input checked="" type="checkbox"/> Jack

Step 8

You will receive a confirmation email. Please keep this as your reminder. A reminder email will be sent the day before your conference.

If you have questions or would like to change your conference time, you can do so through the link in your conference email or by calling Sheryl or Lisa at 641-562-2525 or davidss@northiowa.org or mathahs@northiowa.org