

November 6, 2018

Dear Parents/Guardians:

Our WHS Parent Teacher Conferences will be held on Wednesday, November 14, 2018 from 1:00 P.M. to 6:00 P.M. You may make appointments to meet with teachers through our *Parent-Teacher Conference Scheduler* at the following website: <http://westbrookhs.schoolappointments.com>

The site is now open to begin making appointments.

When you first log onto this site, you will need to set up an account by clicking on the **“REGISTER”** tab at the top right of the page. This is the case even if you used the system in the past, as all the logins and passwords have been cleared. Your login will be your email address and your password may be whatever you want – there are not specific parameters to follow. It may even be what you used previously. When you are done entering your information, click **“Submit Now”**.

On the next page, click **“Add Student”** to enter the name(s) of your child(ren). Once you have done that, click on the calendar icon next to your child’s name to book appointments. Click in the boxes to book your appointments with the teachers you have selected. If there is not a time available, you may check the **“Call Back Request”** box underneath the teacher’s name if you wish for him/her to contact you to set up an appointment at a different, mutually convenient time. When you are done choosing times, click **“Book Appointment”** at the bottom of the page to secure these spots. Repeat these steps if you have more than one high school child.

You will notice that when you attempt to schedule conference appointments for your next child, the system will have automatically blocked out the times you are already scheduled to meet with other teachers.

You can log into the system at any time to change/cancel your appointments, add appointments, or print out your schedule.

If you have any problems/questions about accessing/using the site, please email Maggie Vincent at mvincent@westbrookctschoools.org or call her at (860)399-6214.

We look forward to seeing you!