



## 2013 Fall Conference Appointment Instructions

Fall conferences will be held at All Saints on **Thursday, November 7 from 9 am until 8 pm**, and on **Friday, November 8 from 9 am until 1 pm**. Conferences can be scheduled by school parents using the online conference link that is available on the ASCA homepage at [www.ascacademy.org](http://www.ascacademy.org), or by logging into Sign Up Genius directly at [www.signupgenius.com](http://www.signupgenius.com). Online scheduling affords **you** the control to choose the day and time that is convenient to your family's schedule. Please schedule your appointment early to have the best selection of times available. The online scheduling link will open on **Thursday, October 17 at 10 am, and close on Thursday, October 24 at 4 pm**.

If you do not have access to a computer, or would like assistance in scheduling your student's conference time, please contact Helen Kolar, Student Services Secretary, at (630) 961-6125.

### FAQ's about Fall Conferences:

1. **How long are the conferences?** All conferences are 15 minutes in length, and are held with the student's homeroom teacher. We ask that you honor the conference schedules by being on time. In the event that you need more than 15 minutes, we ask that you make an appointment with the teacher **at a later date** so that you are not making others wait. Please **do not** select more than one 15 minute conference time period on November 7 or 8.
2. **Do I have to have a conference?** We believe that parent conferences are an *important component in the partnership* between the faculty and parents in the interest of the students.
3. **What if I cannot make it to conferences?** If you are unable to attend conferences on November 7 or the 8, you will need to contact your student's teacher to schedule an alternate conference time, which may be conducted in person or by phone. This conference will take place after November 8, will also be 15 minutes in length, and will be held during the school day during the teacher's prep time. Before or after school conference times outside of the conference days are not possible, as it is during this time that staff prepares for your student's education.
4. **What if I wish to conference with a staff member *in addition* to my student's homeroom teacher?** Conferences are typically held with *only the student's homeroom teacher*. If you have serious concern, and would like to schedule a conference with **the homeroom teacher and a resource or other staff member(s) in attendance, you will need to contact the school office** to schedule a group conference. Group conferences are held **only on Thursday, November 7 from 9 am until 1 pm**. Group conferences **cannot** be scheduled online.
  - A. **For a conference with the homeroom teacher and reading/math resource staff present:** Please contact Helen Kolar at (630) 961-6125. She will personally schedule your group conference on **Thursday, November 7 during the 9 am – 1 pm time frame**.
  - B. **For a group junior high conference:** Please contact Helen Kolar at (630) 961-6125, who will personally schedule your group conference on **Thursday, November 7 during the 9 am – 1 pm time frame**. When calling Mrs. Kolar, **please be prepared** to tell her *which junior high staff members* you wish to be present at the junior high group conference.

5. **What if I do not make an appointment?** Mrs. Kolar will be contacting all families who have not scheduled an appointment or who have not notified us that they are not available on November 7 or 8 **beginning Friday, October 25**. She will personally assist families in making their conference appointment(s) at that time.
6. **Should my student attend the conference?** The conference is for the parent(s) and teacher. We ask that parents **please arrange child care** for their student(s), and any younger children during their conference time. If a teacher requires that the student attend the conference, the teacher will notify the parents of that request.

## 7. How Do I Sign Up Online for a Conference?:

1. The online link will be available for scheduling beginning Thursday, October 17 at 10 am. A link entitled **"Parent Teacher Conferences"** will be available on ASCA's homepage at [www.ascacademy.org](http://www.ascacademy.org). You will have *until 4 pm on Thursday, October 24* to personally schedule your online conference time. Beginning on Friday, October 25, you will need to contact Mrs. Kolar in the school office to schedule your conference time, as the online scheduling option will have closed.
2. When you click on the **'Parent Teacher Conference'** link at the ASCA website, you will be taken to the conference scheduling website.
3. Please enter the following email in the search box [hkolar@ascacademy.org](mailto:hkolar@ascacademy.org), and click on **'Search'**.
4. The above step will take you to the Active Sign Up screen, where you will find all of ASCA's teachers listed.
5. Click on your teacher which is listed by teacher last name and grade.
6. Choose your preferred date and time and click on **'Sign Up'**.
7. In the **'My Comment'** field, enter your student's first and last name.
8. Check if you are a previous SignUp Genius member or new to SignUpGenius, complete the instructions and click on **'Sign Up'**.
9. By following steps 1 through 7, you may access and/or edit your conference time from now until Thursday, October 24 at 4 pm.
10. Completion of Step 6 above will take you to a screen where you will see your conference appointment. If your appointment is not correct, or if you wish to schedule another child (Please remember to only schedule with your child's homeroom teacher), you may click on **'Return to Sign Up'** and complete steps 4 – 8.
11. Completing these steps will ensure that you receive a reminder email two days prior to your conference.

If you have any questions or problems, please contact Helen Kolar at [hkolar@ascacademy.org](mailto:hkolar@ascacademy.org), or at (630) 961-6125 between the hours of 7:30 am and 4:30 pm.