

Dear Parents,

John Handley High School will have Parent-Teacher Conferences on March 19 and 27 from 4:00 to 7:00 pm. We are happy to announce that we have updated our Parent/Teacher Conference online scheduler so that you will only see your child's teachers when registering for an appointment. Everyone will need to create an account using your email address. Please follow the directions below.

Go to <https://pickatime.com/jhhs>

Register

1. Enter your email address and push "Login/Create Account".
2. Fill in the required fields and register.

Identify Student

For each child, enter your child's name, First + Last Name (e.g. BenjaminFranklin). and birthdate (mm/dd/yy).

Scheduling [How Parents Schedule an Appointment tutorial video](#)

1. Each colored square represents an available meeting time. The legend shows you which teacher corresponds to which color.. (Note: you will not see all of the teachers at your school, just the set of teachers that your children have at this time.)
2. Click on a square to book that time
3. Click "Create Appointment".

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

- 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.

Please Note: if you would like to make an appointment with a teacher that your child does not have a class with, you will need to contact the school.