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[www.holmen.k12.wi.us](http://www.holmen.k12.wi.us)

Mr. Matt Meyers, Principal  
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March 2024

Dear Parents/Guardians,

Parent Teacher Conferences will be **Tuesday, March 12 and Thursday, March 14 from 4-8 p.m. each day. Some teachers will be available for conferences on Thursday, March 21**. You will be using the same internet-based appointment booking system called pickAtime, which was used this past fall to schedule your child's conference. The scheduling website will open at 6:00 p.m. on Monday, March 4 and close at 11:59 p.m. on Sunday, March 10. **Each student will be having a single conference, so if there are multiple households, please communicate with each other about who will schedule the online conference.** If you do not have internet access, please call our office at 608.781.0974 and your child's teacher will schedule a conference time with you.

**Here are the instructions if an account had been set-up in the past:**

Go to the district website at [www.holmen.k12.wi.us](http://www.holmen.k12.wi.us) and click on "**Schools**", then select Sand Lake Elementary. Click on "**Parents**", then under "Parents" select Conference Scheduling. Click on **scheduling** link. Enter the email address and password that you created for the Fall 2023 conferences then click "Login/Create Account" or enter. If you have forgotten your password, you can select the "Forgot Password" button and a new one will be emailed to you. Skip to "**Scheduling**".

**Here are the instructions for new accounts:**

Go to the district website at [www.holmen.k12.wi.us](http://www.holmen.k12.wi.us) and click on "**Schools**", then select Sand Lake Elementary. Click on "**Parents**", then under "Parents" select Conference Scheduling. Click on **scheduling** link. Enter your email address and a password then click "Login/Create Account." This password must be at least 6 characters.

You must then add a student to your account. The **Student ID** is your child's First Name + Last Name (ex. SamuelJones). Enter your student's date of birth in the format mm/dd/yyyy. For example, the date February 2, 2010 should be entered 02/02/2010. For each child at the school, enter the Student ID and birthdate. Then click "Add." **Before** scheduling your first conference, add additional student(s). This will allow you to view multiple students and schedules at the same time.

**Scheduling**

1. Each colored square represents an available meeting time. Click on a square to book that time.
2. You will have the option to set a time when you would like a reminder email delivered.
3. Click "Create Appointment" to confirm the date and time of the conference.

Repeat this process for each student you have at Sand Lake.

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

- ✚ 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.

Music, Art and Physical Education teachers will be available for conferences. Please contact the individual related arts teacher who you would like to schedule a conference with for more information. Again, if you are having trouble setting up an appointment, please call the office at 608.781.0974 with dates and times you would be available for a conference and we will be more than happy to assist you with scheduling.

Sincerely,  
Matt Meyers, Sand Lake Principal

Sand Lake Elementary ∞ School District of Holmen

At Sand Lake Elementary, we will instill a love of learning in ALL students and prepare them to be responsible and productive global citizens.