



Viking Elementary School
500 E. Wall Street
Holmen, WI 54636-8635
Office: 608-526-3316 Fax: 608-526-9482
Mrs. Nina Swanson, Principal
School District of Holmen
www.holmen.k12.wi.us

March 4, 2024

Dear Parents/Guardians,

Parent Teacher Conferences are almost here! Please see the schedule below for our conference dates. All meetings will be from 4:00 – 8:00 p.m. here at Viking.

- **Thursday, March 14th (Option Night)**
- **Tuesday, March 19th**
- **Thursday, March 21st**

You will be using an internet-based appointment system called “Pick-A-Time” to schedule your child’s conference.

Pick-A-Time OPENS: Monday, March 4th at 12:01 a.m.
Pick-A-Time CLOSES: Tuesday, March 12th at 11:59 p.m.

IMPORTANT: Each student will be having a single conference, so if there are multiple households, please communicate with each other about who will schedule the conference online.

If you do not have internet access, or have trouble setting an appointment, please contact your child’s teacher and they will assist you with scheduling.

Instructions:

- Go to www.holmen.k12.wi.us
- Click *Schools* and select *Viking Elementary*
- Click on *Parents*
- Click on *Conference Scheduling*
- Click the scheduling link provided and follow the instructions.

Sign In (previous users)

If you have previously registered, all you need to do is enter your email and password. If you have forgotten your password, you can select the *Forgot Password* button and a new password will be sent to your email account.

Register (new users)

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

(OVER)

Identify Student

For each child, enter in the student ID and birthdate.

- Student ID = Legal First then Last Name with no space between (Ex: SamuelJones)
- Student Birthdate - (Ex:02/01/2010)

Scheduling

1. Each colored square represents an available meeting time. The legend shows you which teacher corresponds to which color, and the times increase as you go down the page.
2. Click on a square to book that time
3. Click "**Create Appointment**"

Repeat until you have a scheduled time with your student(s) teacher(s).

- 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.

Sincerely,

Nina Swanson
Viking Elementary Principal



Vision: Learning and growing together to make the world a better place.