

## Neihardt Elementary Conference Scheduling Parent Directions

### OUR GOAL IS TO CONNECT 100% OF OUR TEACHERS AND FAMILIES!

Follow the directions provided below to schedule your Parent Teacher Conference, using Pick A Time, on your choice of the following dates and times:

**Monday, February 12 from 4:00-8:00 PM**

**Tuesday, February 13 from 4:00-8:00 PM**

**Thursday, February 15 from 8:00-10:00 AM**

1. Go to Neihardt's web page at [www.neihardt.mpsomaha.org](http://www.neihardt.mpsomaha.org)
2. Click on the Pick-A-Time Parent Teacher Conference Scheduling link on the main portion of the web page. Here is the link, if you have problems with Neihardt's school link <https://pickatime.com/client?ven=11605422> *If you do not have web access, please call the school and we will assist you OR stop into Neihardt's office, we have internet access you are welcome to use.*

3. Follow the directions below:

#### To register as a new user

- a. Enter your email address and push "Login/Create Account".
- b. Fill in the required fields and register.
  1. Your **Student ID** is your student's legal first name AND legal last name (no nicknames, middle names, or shortened first names)
  2. Birth date is entered as 6 digits (example, birth date is January 21, 2001- should be entered as 01/21/01).

#### Registered user sign-in

If you created an account in previous years or you have students in middle school or high school, all you need to do is enter your email and password.

#### Scheduling

1. Once logged in, you will then see the schedule of available times for your child's teacher.
2. Each colored square represents an available meeting time.
3. Click on a square to schedule that time

### **Finish Up**

1. You will have the option of setting a time when you would like an email reminder to be delivered, and you will be prompted to enter in the name of your student.
2. Then click on **“Create Appointment”**.
3. Repeat for each student.

## **FAQ's & HELPFUL HINTS**

### **CAN I PRINT A SCHEDULE?**

You can click on the **“Printable Schedule”** link located on the top right corner and print the resulting web page to get a hard copy of your schedule. You will also have the option to email the schedule to yourself.

### **WHAT IF I NEED TO CHANGE MY SCHEDULE?**

If you want to make changes to your schedule you can click on the **“Your Schedule”** link, OR you can login at any other time with your email and password. You can schedule your own appointment until 11:59 PM on Tuesday, February 6th. If you need to make an appointment after that date or need to reschedule/cancel anytime, please contact the office 402.715.8360.

### **WHAT IF I HAVE KIDS THAT ARE IN THE SAME CLASS (same teacher)?**

#### **Two or More Children at the School with the SAME teacher**

1. Register / Sign In with one parent's name and email address and register
2. Schedule the first student's conference time, and log out of scheduler.
3. Register / Sign In with the second parent's name and email address and register
4. Schedule the second student's conference time and log out of the scheduler.
5. Call the office for assistance. 😊

### **WHAT IF I WOULD LIKE TO MEET WITH OTHER TEACHERS MY STUDENT MEETS WITH?**

Please contact your classroom teacher to ask them about meeting with other teachers such as Resource, Speech and/or math, science, etc. teachers. Teachers, such as Mr. Sarka, Mrs. Coughlin, Mr. Keane, and Mrs. Mangan will be available during all conference sessions. You are welcome to stop in at any time before or after your scheduled conference with your classroom teachers.

### **WHAT IF MY CHILD HAS TWO HOUSES THEY LIVE IN AND BOTH PARENTS WOULD LIKE TO CONFERENCE WITH HIS/HER TEACHER?**

No problem! The first parent to sign-in is able to use PickATime to set up an appointment. The other parent will need to call the office to set up an appointment.

### **I NEED HELP...WHAT DO I DO?**

**We are here to help! If you have any questions, please call 402.715.8360.  
Please ask to talk to Mrs. Hudak or Mrs. Svoboda 😊**