On-line Parent-Teacher Conference Scheduling

- 1: Log on to: http://www.myschoolsystems.com/holyfamilydbq/StColumbkilleelementary
- 2: Enter your child's first and last name in the boxes
- 3: Your access code is your student's last name
- 4: Click on Login (Once Logged in you will see a listing of your child's teachers.)
- 5: Click on the schedule button next to the teacher that you would like to schedule a conference with.
- 6: You will see a listing of times that this teacher has available.
- 7: Click on the button next to the time you wish to schedule
- 8: Click schedule time and you are finished.

Access code is student's last name



Teacher	Class	Room	Date	Time	5
Kristin Harrington	4 Homeroom				Schedule
Ann Callahan	4 Mathematics	206			Schedule

Enter an email address if you would like a reminder sent to you.

Enter your Email	Address to rec	eive a remi	inder of	your	appointment:	
			(Submit E		mail Address	