

ACHS PARENT-TEACHER CONFERENCES 2019

Conferences will be held Thursday October 10 and Friday 11

Thursday, 10/10 5:00–9:00 PM

Friday, 10/11 7:30 AM–11:30 AM

(School is not in session on Friday, October 11)

Which Teachers to Meet?

Before scheduling appointments, **have a copy of your student's schedule available**. To print a copy of your student's schedule, log into your [INFINITE CAMPUS PARENT PORTAL](#) account and select **REPORTS** from the left hand side menu. Click on: **STUDENT SCHEDULE** and print. If you need assistance with your Infinite Campus Parent Portal account, please call our main office.

Scheduling Conferences:

**Scheduling begins Friday, September 27 @ 8AM and
closes on Friday, October 4 @ 3PM**

Link to Schedule Appointments: <https://pickatime.com/district117>
(if link does not open – copy and paste into your browser)

DIRECTIONS for the pickAtime program are attached to the bottom of this message. If assistance is required for the pickAtime program please contact Stephanie Geiger at 847-838-7762.

<https://pickatime.com/district117>

If any of your student's teachers are unavailable, please email them directly. Email address' for all staff members can be found on the school website. Visit www.chsd117.org and click on Antioch. Hover over the PARENTS link and under DEPARTMENTS & PEOPLE will be a list of ALL district personnel.

Visit the District 117 website at; www.chsd117.org and select the school your student attends. (Antioch or Lakes) **On the left hand side of the page under RECENT NEWS select the 19-20 Parent Teacher Conference link.** This will connect you to the PickATime log in screen for scheduling your conferences.

Welcome to the Community High School District 117 Online Scheduler

Email Address

Password



Once at the PickATime website, parents will be prompted to log in or create an account. Parents that scheduled conferences last year may use the same log in information. If you forgot the password click on "Forgot My Password".

Using your email address and a unique password, click on Log/Create Account.

You will be asked to confirm your email address and password.

Logging in for the first time? Simply click "Login/Create Account" and answer the questions there.

If you are already registered, enter both your email and password and push "Login/Create Account" to view your scheduled appointment

Please record the date and time you selected, as well as your password (in case you want to change your appointment later).

19/20 ACHS *or* 19/20 LCHS



Please enter your child's information below.
If you have multiple children at the school, simply add one at a time.

Student ID

*

Student's birthday mm/dd/yyyy

*

After the account is created, you will see the name of your school.

Enter your student information and click on ADD.

19/20 ACHS *or* 19/20 LCHS

Click here to select a date:

[October 10, 2019](#) [October 11, 2019](#)



Select the date choice that you would like to schedule your appointments by clicking on the date.

A color-coded legend opens with your appointment choices for each teacher/staff members associated with your student. This includes an option to schedule appointments with the Counselor or any support staff associated with your student. Select a time slot for your first conference by clicking on a square. If a teacher is unavailable, the block of time will appear white, and you will not be able to select it. Once you schedule an appointment, the block will appear black.

John Doe | Logout | Edit Profile/Change Password | Printable schedule | View Reports

Login As: email [] [Login]

ACHS/LCHS Parent Teacher Conferences

October 10, 2019

Legend

Appt scheduled for you	Appt Unavailable		
Jon Salaban	Gregg Henning	Mark Thompson; Mary Stoeger	Stephen Rose
Andrew Benton	Kristina Wilson	Tom Deichsel	

Click on the colored box below to book your preferred time slot.
Click 'Your Schedule' above to view, cancel, or change your appointment(s).

John Doe X

Please enter your child's information below.
If you have multiple children at the school, simply add one at a time.

Questions marked with an asterisk (*) must be completed.

Student ID

= []

Student's birthday

= []

[Add]

ACHS Parent Teacher Conferences

You are scheduling an appointment with Community High School District 117, Jon Salaban, at 05:00 PM on 10/18/12, for the ACHS Parent Teacher Conferences event.

I would like a reminder e-mailed to me [1] days [] prior to my appointment.

[Create Appointment] [Return]

After the first appointment is selected, **complete** by clicking on **CREATE APPOINTMENT.**

Appointment confirmed for 10/10/2019

[Your Schedule](#) | John Doe | Logout | [Edit Profile/Change Password](#) | [Printable schedule](#) | [View Reports](#)

Login As: email

ACHS/LCHS Parent Teacher Conferences
October 5, 2018

Legend

Appt scheduled for you | Appt Unavailable

Jon Salaban | Gregg Henning | Mark Thompson; Mary Stoeger | Stephen Rose
Andrew Benton | Kristina Wilson | Tom Deichsel

Click on the colored box below to book your preferred time slot.
Click 'Your Schedule' above to view, cancel, or change your appointment(s).

Student # 1 **Student # 2**

Please enter your child's information below.
If you have multiple children at the school, simply add one at a time.
Questions marked with an asterisk (*) must be completed.

Student ID

Student's birthday mm/dd/yyyy

The screen will go back where you can add another appointment.

Complete ALL requests for your student.

Once you have created appointments for your first student, you may create additional appointments by adding your second student information (if applicable).

Appointment confirmed for 10/10/19.

[Your Schedule](#) | Susie Doe | Logout | [Edit Profile/Change Password](#) | [Printable schedule](#) | [View Reports](#)

Login As: email

After creating all appointments, print a copy of your scheduled times.

[Your Schedule](#) | Logout | [Edit Profile/Change Password](#) | [Printable schedule](#) | [View Reports](#)

Login As: email

10/18/12 at 05:00 PM, Community High School District 117 - Jon Salaban [Cancel](#) [Details](#) [Edit](#) [Change time](#)

10/18/12 at 05:15 PM, Community High School District 117 - Gregg Henning [Cancel](#) [Details](#) [Edit](#) [Change time](#)

ACHS/LCHS Parent Teacher Conferences
October 5, 2018

Legend

Appt scheduled for you | Appt Unavailable

Jon Salaban | Gregg Henning | Mark Thompson; Mary Stoeger | Stephen Rose
Andrew Benton | Kristina Wilson | Tom Deichsel

Click on the colored box below to book your preferred time slot.

Susie Doe

Please enter your child's information below.
If you have multiple children at the school, simply add one at a time.
Questions marked with an asterisk (*) must be completed.

Student ID

Student's birthday

From this screen you can print, change or edit your appointments until October 7 @ 3:00 PM. Please bring a copy of your scheduled appointments the day of your conferences.