

**Grayslake High School District 127 – Parent Teacher Conferences  
Parent Registration Instructions**

Step 1 – Log in to the website provided for registration.

- Grayslake Central - <https://pickatime.com/client?ven=11609430&event=311023>
- You will need your student's ID number to complete the registration.

Step 2 – Click on Login/Create an Account to begin creating a personalized account

**Welcome to the Grayslake Central High School Online Scheduler**

Enter your email and click "Login/Create Account"

Your email address:

Your personal 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).

Step 3 – Create a personal account using your email address. Create a password for using this system. Passwords need to be at least 6 characters in length.

(If you do not have an email address or have difficulty in registration, please contact the following staff and they will assist you)

- Grayslake Central – 847-986-3300 and ask for Marilyn Grace (x5018) or Angela Gargiulo (x5044)

**Grayslake Central High School requires the following information**  
Questions marked with an asterisk (\*) must be completed.

**Email address \***

**Confirm Email address \***

Your email address is also your login ID. Please double check that it is correct.

**First Name \***

**Last Name \***

**New Password at least 6 characters \***

**Confirm Password \***

Click OK to register

Step 4 – Find your student by entering your student ID and birthday. If you have multiple students, repeat as necessary. Use the following format as an example:

Student's ID – 123456

Birthday – 01/02/1998

**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**

\*

**2017 Parent Teacher Conferences**

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

**Legend**

- Appt scheduled for you
- Appt Unavailable

**Teachers of**

- Adrijana Bisevac, 2435
- Barry (Counselor), 2820
- Margaret Hansen, 1305
- Matt Bridges, 2345
- Shawn Murphy, LRC
- Susan Berns, 2610
- Tiffany Sapyta, 1200
- Tom Hamilton, 2215

Oct 2017

	Thu 5	Fri 6
8:00 AM		
8:10 AM		
8:20 AM		
8:30 AM		
8:40 AM		
8:50 AM		
9:00 AM		
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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**

\*

Step 5 – If the student ID and birthday are correct, the student’s schedule will open up for you to view available appointment times. Parents will see a legend on the side with staff names and conference room locations. This year parents may schedule appointments with teachers, counselors, deans and case managers. Parents can select one 10 minute appointment per staff member using the color of the staff member and the slot available. However, due to the travel time required between meeting locations, parents may not book back to back appointments. Slots in white are not available. Appointments are available on Thursday from 4:00 PM – 8:00 PM and Friday from 8:00 AM – 12:00 PM.

Parents will receive a confirmation of each appointment as they select their time.

You are scheduling an appointment with **Grayslake Central High School, Adrijana Bisevac**, at **08:00 AM on 10/06/17**, for the **2017 Parent Teacher Conferences** event.

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

Add this appointment to your calendar

Parents can click on “**Your Schedule**” and will be able to view all appointments they have selected. Appointments can be cancelled or time changed by clicking on the appropriate appointment button **until October 4<sup>h</sup> at 11:59 pm**.

**Appointment confirmed for 10/06/17.**

[Your Schedule](#)
Printable schedule
Admin Reports
Logout

10/06/17 at 08:00 AM, Grayslake Central High School - Adrijana Bisevac	<b>Cancel</b>	<b>Details</b>	<b>Change time</b>
10/06/17 at 08:20 AM, Grayslake Central High School - Barry (Counselor)	<b>Cancel</b>	<b>Details</b>	<b>Change time</b>
10/06/17 at 08:40 AM, Grayslake Central High School - Margaret Hansen	<b>Cancel</b>	<b>Details</b>	<b>Change time</b>
10/06/17 at 09:00 AM, Grayslake Central High School - Matt Bridges	<b>Cancel</b>	<b>Details</b>	<b>Change time</b>

Parents can click on printable schedule if they would like to print a copy. Parents can also email a copy of the schedule to the email account they used to log into the Parent Teacher Conference system.

### 2017 Parent Teacher Conferences

When	Teacher	Room	Student
10/06/17 at 08:00 AM	Adrijana Bisevac	2435	
10/06/17 at 08:20 AM	Barry (Counselor)	2820	
10/06/17 at 08:40 AM	Margaret Hansen	1305	
10/06/17 at 09:00 AM	Matt Bridges	2345	

**Print**
**Email Schedule**
**Return**