

Hale Middle School

55 Hartley Road
Stow, MA 01775
(978) 897-4788

Kyle Grady
Principal
kgrady@nrsd.net

Cheryl Goldstein
Administrative Assistant
cgoldstein@nrsd.net

Pick A Time conference scheduling directions

For the spring conferences, we will continue to use the internet based program called "Pick-a-Time". The online sign up feature will be available Tuesday, Feb. 13th at 7:00 PM, until Tuesday, March 6th at 7:00 AM. With two different days to choose from, this is an excellent opportunity to meet with teachers to discuss and develop goals for the coming school year.

All the conference dates will be available to book at that time. The conference dates for the Spring are Thursday, March 8th from 12:30 to 8:00 PM and Friday, March 16th from 12:30 PM to 3:00 PM.

In order to use the system, go to the school's web site at <http://hale.nrsd.net/> and click on "Parent/Teacher Conference Sign-Up" on the main screen or click on the following link directly <https://pickatime.com/client?ven=11601235&evt=318683>.

If you've previously registered for conferences in the district, all you need to do is enter your e-mail and password that you used previously. If you have forgotten your password, please contact Ms. Goldstein, Hale Middle School Secretary, and she will update it for you.

If you have never used the system before you have to register first. Please utilize the following procedure to register:

- 1) Enter your e-mail address and click "Login/Create Account". If you do not have an e-mail address please use your first initial and last name@fakemail.com.
- 2) Fill in the required fields and you will be registered.
- 3) For each child, enter their student ID which is their first name, a space, and their last name. This must be the complete first name not a nickname. Also please enter their security value, which is their date of birth m/d/yyyy ie: 5/3/1992 NOT mm/dd/yyyy for May 3, 1992. Please then click "Add"

When you begin scheduling please keep the following in mind:

A. Each colored square represents an available meeting time. The legend shows you the teacher who corresponds to each color and the available times appear as you go down the page. (Note: you will not see all of the teachers, just the set of teachers that your children have classes with.) Click on a square to book the time you choose.

B. You can decide when you want the reminder e-mail to be delivered and then click "Create Appointment".

C. At any time you can click on "printable schedule" and print the resulting web page to get a hard copy of your schedule.

E. If you want to make changes to your schedule, you can log in at any time prior to March 6th at 7:00 PM with your e-mail and password.

If you do not have access to a computer, you have two other options to schedule a conference time. You may come into the school and use a computer set up in the conference room just for conference scheduling. The other option is to call the office to set up the conference time.

