

Hale Middle School

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Hello Hale Families,

Hale will continue to use the internet based program called "Pick-a-Time" for scheduling fall conferences. The online sign up will be available Thursday, October 11th at 7:00PM, until Wednesday, October 24th at 11:59PM. With two different conference days to choose from, this is an excellent opportunity to meet with teachers. All of the conference dates will be available to book at that time. The conference dates for the fall are:

- Friday, October 26th from 8:00 am to 3:00 pm
- Monday, November 5th from 12:30 pm to 3:00 pm & 5:30 pm until 8:00 pm.

In order to use the system, go to the school's web site at and click on "Parent/Teacher Conference Sign-Up" on the main screen or click on the following link directly:

<https://pickatime.com/halemiddleschool>

If you've already 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 follow the instructions on the website to recover it. 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 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).
4. Then click "Add"

When you begin scheduling please keep the following in mind:

- 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.
- You can decide when you want the reminder e-mail to be delivered and then click "Create Appointment".
- At any time you can click on "printable schedule" and print the resulting web page to get a hard copy of your schedule.
- If you want to make changes to your schedule, you can log in at any time prior to Wednesday, October 24th at 11:59PM with your e-mail and password.

If you do not have access to a computer, please call the office to set up the conference time.