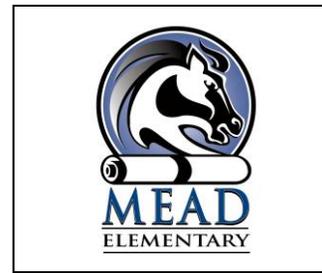


Mead Elementary School

520 Welker Avenue
Mead, CO 80542
970-535-4488

January 18, 2018

Mead Families,



It is time to schedule your winter Parent-Teacher conference. Starting today, Thursday, January 18, and running until midnight on Thursday, January 25, parents will have the opportunity to go online to schedule a convenient conference time. If you have not made an appointment by Thursday, January 25, teachers will pick a time for you and notify you prior to the conference period. The fall conferences are scheduled for February 1, 6 and 7.

The school welcomes you to come in and use one of our computers if you do not have internet access at home or work. Alternatively, you may access the internet via the computers at your local library.

Please be sure to take advantage of this opportunity to schedule your appointment. Remember, the appointments are available on a first-come, first-served basis. The appointments will be for a 20-minute block of time. That will give you 15 minutes to meet with the teacher and then 5 minutes to get to your next appointment.

Below are the Step-by-Step Parent/Guardian instructions:

1. Visit the school's website (<http://mes.svvsd.org>) and select the "Parent Teacher Conference Scheduler" link under "Quick Links" along the right side.
2. From the Online Scheduler Home Page
 - a. Choose your child's school from the drop down list and click "GO."
 - b. Enter the school password (mead).
 - c. Enter your child's "Student ID" (this is your child's computer-login number.) If you do not know your child's Student ID use the LOOKUP STUDENT ID button to access the system.
 - d. Verify your child's birth date.
 - e. A list of your child's teachers will be displayed. Check the box next to the name of each teacher you would like to meet with. *If your child meets with Lindsay Spiegel, the Speech teacher, please see below to schedule your conference on a day that Mrs. Spiegel is here.
 - f. If you have more than one child in the school, you can see the schedule for each of your children's teachers at one time by answering YES to the question "Do you want to schedule conferences for another student?" then repeat the steps above for your other students. If you only have one student, answer NO to that question.
 - g. You will then see the available time slots for each teacher you selected.
 - h. Select the times that work best for your schedule.
 - i. Enter your email address (recommended) if you would like an email reminder sent to you. (Your email address is kept private.)
 - j. Once you have finished you can confirm your appointment details and print your conference schedule.
 - k. Write down the Confirmation Number (you will need this number to cancel/change your appointment.)

Thank you!

Teachers and Staff at Mead Elementary School

*Mrs. Spiegel, Speech Teacher

If you would like to meet with our Speech teacher, Lindsay Spiegel, she will be available all evening on both Thursday, Feb 1 and Wednesday Feb 7.

Please schedule your child's conference on one of those days if you wish to meet with Mrs. Spiegel.