



Scheduling Tool for Parent Teacher Conferences

1. Go to <https://www.canyoncreeksoftware.com/scheduler/dc/wlpcs/index.cfm>. Press go.

2. Enter the school password **latinpcs**

Online Scheduler

→ Enter the school password for WASHINGTON LATIN PUBLIC CHARTER SCHOOL:

LOGIN

3. Enter your student's "Student ID". If you do not know their Student ID, use the LOOKUP STUDENT ID button to access the system.

Online Scheduler

Choose your student's school: WASHINGTON LATIN PUBLIC CHARTER SCHOOL

→ Enter your student's ID: GO CLEAR

LOOKUP STUDENT ID

4. Verify the student's birthday.

Online Scheduler

Choose your student's school: WASHINGTON LATIN PUBLIC CHARTER SCHOOL

Choose your student's id: 172000002

→ Verify your student's birthday: 1 - JAN 1 2015 GO

5. Choose YES if you have another child for whom you want a conference (same or different day), or NO if you do not.

Choose your student's school: WASHINGTON LATIN PUBLIC CHARTER SCHOOL
Click the checkbox next to the name of the teacher(s) that you would like to meet with, then press the appropriate YES/NO button at the bottom of the teacher listing.

GRADE5 (GRADE 5, ROOM MPR)

[Check All](#) / [Uncheck All](#)

Do you want to schedule conferences for another student?

* Select YES to add another student.
* Select NO to proceed with conference time selection.

6. You will then see the available time slots for the grade level you selected. Select the times that work best for your schedule.



Choose your student's school: WASHINGTON LATIN PUBLIC CHARTER SCHOOL

Choose your student's teacher: GRADE5

➔ Choose your time from the table below:

GRADE5 CURRENT SCHEDULE GRADE 5		
	Fri, Nov 03	Fri, Nov 10
8:00 AM	<input type="button" value="CHOOSE 8:00 AM"/>	<input type="button" value="CHOOSE 8:00 AM"/>
10:30 AM	<input type="button" value="CHOOSE 10:30 AM"/>	<input type="button" value="CHOOSE 10:30 AM"/>
1:30 PM	<input type="button" value="CHOOSE 1:30 PM"/>	<input type="button" value="CHOOSE 1:30 PM"/>

7. Enter your email address (recommended) if you would like an email reminder sent to you.

8. Once you have finished you can confirm your appointment details and print your conference schedule.

9. Write down the confirmation number (you will need this number to cancel your appointment).