

John F. Kennedy Middle School

155 Raffia Road • Enfield CT 06082 • www.enfieldschools.org • (860) 763-8855 • FAX (860) 763-8888



Instructions for Appointment Booking for Parent/Teacher Conference Nights

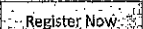
Tuesday, November 28 (6:00 – 8:30PM)

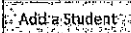
Wednesday, November 29 (4:00 – 6:30PM)


You will need the following information to book your appointments online: Online registration begins Monday, October 30th

- Your home phone number
- Your email address
- Your child's teachers names (the ones you wish to conference with)

Our schedule is available at <http://jfenfield.schoolappointments.com>

1. At the home page, click "register" to register as a new user. Once you have a user ID and password, you can just log in from this page.
2. On the next page, please input the following:
 - Your first and last name, your home phone (and cell phone, if you would like)
 - Your email address
 - A unique user ID and a password (type it twice)
 - Select your language → Click 

3. On the next page, you are going to add your child → Click 

4. Input your child's first and last name → Click 

5. You'll be brought to the Manage Students page. Next to your child's name, you'll see these three pictures:



- This will let you edit your child's name (edit current entry)



- This will let you delete your child (delete current entry)



- This will let you book appointments. Click on this to begin booking times

6. You'll be brought to the Appointment Scheduling page:
 - The first box lists all of the teachers at JFK. Select your child's teachers by holding the control button and clicking on each teacher that you would like an appointment with.

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- The bottom box lists the days and times. You can choose to see both days and times, or to pick the first night (November 28 from 6:00 – 8:30PM) or the second night (November 29 from 4:00 – 6:30PM). Please click **View Calendars**.
 - This scheduling page lists the available times for your teachers. Check a box under each to book a time with each teacher. If a time is already reserved, it will be unavailable to you. After checking your times, please click **Book Appointments**.
7. You'll be brought to the **Current Scheduled Appointments** page:
- You'll see all of the appointments that you currently have booked.
 - You can print a very nice and neat PDF of your schedule by clicking on **Print Appointments**.
 - If you click **Book Appointments** you'll be brought back to the **Manage Students** screen. Here you can add another child to our list or you can click logout at the top right to exit.
8. If you need to change or cancel these appointments simply come back, log in and make the needed changes.

You can schedule appointments from October 30th through November 21st. The system will email you reminders closer to Parent/Teacher Conference Nights. If you have any questions you can email shoran@enfieldschools.org.

If you do not have access to a computer and need someone to book these appointments for you, please call JFK at 860-763-8855 and connect to the Red, White or Blue House Office (whichever one is your child's house). This will only take a few minutes. You do need the names of your child's teachers to make appointments.

Thank you,

Sarah Horan
White House Assistant Principal