

Directions for Parents Teacher Conference Scheduler

There are two ways to access the scheduler:

- Click here for [Pick A Time Scheduling Website](#) or
- Visit the Valley Central Middle School Website for the link.

THIS DATABASE IS ONLY FOR MIDDLE SCHOOL STUDENTS, if you have a student in another building you MUST use that database to schedule your appointments.

Please note that the scheduler will **NOT** open until:

NOVEMBER 2, 2026 at 8:00am, but you can add your student before the portal opens to make the process easier

They have modified the process for scheduling appointments, you can find updated directions

by clicking this link **PARENT DIRECTIONS**, or following the directions listed below:

Please be advised that all previous profiles have been cleared, so even if you have registered in previous years, you will need to register again. Enter your email address and click **NEXT**, you may need to create a new account, enter your information then click **CREATE YOUR FREE ACCOUNT**.

Click the three small lines in the top left corner and then select the event.

Enter your student's Name and Date of Birth (ex. 04/21/2015)

Click **ADD STUDENT**, the screen should show your student, you can either click **PROCEED**, or **ADD ADDITIONAL STUDENTS**, if needed.

Click the student name to book an appointment, click **NEXT STEP**.

Select the teacher and click **FILTER SLOTS**.

Select a suitable time with each teacher from the available time slots.

Click **CREATE APPOINTMENT**, then **Return to Booking button**, to create additional appointments if needed.

Clicking on the gear ring on the booked appointment you can see available options, (ex. Details, Cancel or Change time) In the Change Time mode, you can select a new available time with a teacher.

When complete, you can view all of your appointments and print your schedule in the Main Navigation Menu on the left hand side. It may be helpful to email the schedule to yourself for use during conference time.

If you find that all appointments have been booked, please e-mail Amanda Collins at amanda.collins@vcisdny.org