

October 2017

Parent Teacher Conferences will be on Thursday, November 2, 2017 from 1:00 to 9:00 p.m. **Appointments must be made ahead of time and conferences will be limited to ten minutes.**

Parents will schedule their own appointments online. Listed below are the procedures for preparing a schedule.

1. Go to the Saint Viator website, www.saintviator.com.
2. On the Saint Viator home page, select "Quick Links," click on "Student Records," choose "Parent Access."
3. Enter your student's record with your student's ID and your parent password.
4. There will be a link on the left side entitled "Parent Conference Scheduling." Select this option.
5. Instructions will lead you through the process of arranging conferences with your student's teachers.

After scheduling conferences with all the teachers you are requesting to see, it is important that you finalize and then print your schedule for each student. This last step confirms your schedule. Do not use the back arrow to go back to a previous page to register another student. You must first finalize a conference schedule for each student, completely exit the conference schedule page and then begin a new session for the next student you are scheduling.

Listed below are one-hour time blocks for teacher conferences. Please review the time blocks before you log on to determine which would best fit your availability. **You are not allowed to schedule both afternoon and evening hours at the same time.** You need to choose **either** afternoon or evening. **If you have more than one student at Saint Viator High School, you will need to sign in for each student and select a different time block for each student.**

Afternoon Schedule		Evening Schedule	
___ 1:00 – 2:00	___ 3:00-4:00	___ 6:00 – 7:00	___ 7:30-8:30
___ 1:30 – 2:30	___ 3:30-4:30	___ 6:30 – 7:30	___ 8:00-9:00
___ 2:00 – 3:00	___ 4:00-5:00	___ 7:00 – 8:00	
___ 2:30 – 3:30			

The computer program will schedule conferences as close to the time indicated as possible. The actual conference schedule may vary depending upon the number of teachers you wish to see and your promptness in creating your schedule. **Online scheduling will begin at 9:00 a.m. on Tuesday, October 24, 2017. At this time, the system will be activated for you to build a schedule. The final day for scheduling a conference online is Tuesday, October 31, 2017, 3:00 p.m.** After that date and time, you will only be able to view your conference schedule. If you need to change your schedule, please email Karen Buchek at kbuchek@saintviator.com.

Since you have daily access to grades, you can determine if your student is struggling in a particular subject. If this is the case, we strongly encourage you to schedule an appointment.

Remember to **"FINALIZE"** your schedule, **PRINT** your schedule, and **BRING** your schedule with you to your conferences.

If you have any questions, contact Karen Buchek at 224-625-1299 or by email at kbuchek@saintviator.com. **Conferences cannot be scheduled after October 31, 2017. Please remember there are no walk-in appointments available on the day of conferences.**