

ONLINE REGISTRATION SHEET for PARENT/TEACHER CONFERENCES

Registration Dates are from October 3, 2013-October 21, 2013

1. In your Internet browser, go to <http://www.mysignup.com/oldcolony>
 - There will be a grid of Academic teachers and the time slots available for signup.
 - The teachers' names are at the top of the columns in alphabetical order by last name. Scroll to the right to see more teachers.
 - The time slots for conferences are the rows of the grid. Scroll down to see more time slots.
2. Once you find an open time slot (Button will say "Sign Up For This Time") for the teacher you wish to see, click on the "Sign Up For This Time" button.
 - You will need to enter your child's student ID number and name, your name and phone number, and email address, if you have one.
3. Finally, you will click on "Reserve this slot".
 - You will return to the sign up grid.
 - The slot you have chosen will now show the student ID number, which indicates the slot is no longer available.
4. Complete this process to reserve a time slot for each of your child's teachers you wish to see.
 - Please reserve just one time slot per teacher.
5. Please note your appointment times and teachers' names, as the website will not remind you of your appointments.

Please note: You do not need to schedule times for the Related and Vocational Instructors. You may visit them at any time during conference times.