

# **LEWIS S. MILLS HIGH SCHOOL**

**26 Lyon Road  
Burlington, CT 06013  
(860) 673-0423**

*Christopher C. Rau, Principal  
Katherine Blore, Ed.D., Assistant Principal*

*Steven Schibi, Dean of Students*

Dear Parents / Guardians:

Parent conferences will be held on **Wednesday, November 1, from 5:00 to 7:30 p.m. and Thursday, November 9, from 5:00 to 7:30 p.m.** We will be using the software program, **pickAtime**, to create conference appointments. You will need to follow the steps listed below to schedule the conferences with your student's teachers. If you are scheduling appointments at HarBur as well, you must use HarBur's directions for your HarBur student.

## **How to Register**

1. Go to [www.region10ct.org](http://www.region10ct.org)
2. Go to the top, left corner and click on "Select a School."
3. Select "Lewis Mills High School."
4. Scroll down to **Parent-Teacher Conferences Sign-Up. Pick a Time** and click on the link.
5. Scroll down to <https://pickatime.com/client?ven=11609705> and click on the link.
6. Enter your email address and push "Login/Create Account"
7. Fill in the required fields and register.
8. Student ID is your child's FirstNameLastName with no spaces, eg. SallySmith and Password is your child's date of birth 00/00/00. (Note: case sensitive. No italics or underline needed).
9. Once entered, please be sure to change your password.

## **How to Schedule Your Appointments**

*Important: Please consider room locations when scheduling as you have two minutes to pass between conferences.*

1. **Click on a square to book an appointment.** Each colored square represents an available meeting time. The legend shows you which teacher corresponds to which color, and the times increase as you go down the page.
2. Click "**Create Appointment**"
3. **Repeat** until you have a time with each teacher you'd like to visit with.
4. At any time, you can click on **Printable Schedule** and print the resulting web page to get a hard copy of your schedule. You will also have the option to email your schedule to yourself.

## **Miscellaneous Notes**

If you want to make changes to your schedule, you can log in at any time with the email address and password you used to create your account.

Click on "**Your Schedule**" to display and hide your appointments. There will be links to change the time, or cancel the appointment.

***You can begin scheduling your conferences on Tuesday, October 10, 2017***

***Regional School District No. 10  
Burlington ~ Harwinton***