

Enrollment Conferences Are Coming!
March 9th & 11th
3:10 - 7:30 p.m.
Lee's Summit High School Field House

Scheduling begins January 20, 2010

CONVENIENT ELECTRONIC SCHEDULING AVAILABLE!

Log onto the LSHS Website:

<http://lshs.leesummit.k12.mo.us/>

Click on the Enrollment Conference Link

- 1) Create an account by entering an e-mail address and password (at least 6 characters) and click 'Login/Create Account.' This information is case sensitive, so please make a note of your choices. [If you have used Pick-A-Time with LSHS previously, you should be able to log in using the email and password you already set up. If you have forgotten your password, please select the "forgot password" button on the login page.]
- 2) Fill out all fields requested and click 'OK' to register. The first/last name fields should include your name, not your student's name.
- 3) Enter your student's ID# (lunch # or Parent Connect login) and your student's birth date. (Birthdate format: mm/dd/yy)
- 4) Select the day you would like to make your appointment(s). A legend will appear with your student's advisor and times slots. Black squares display appointments you have made and white squares indicate unavailable appointments (already booked or teacher is unavailable).
- 5) To schedule your appointment, click the colored square for the time you would like. If you would like a reminder e-mail, complete the remainder information and click 'Create Appointment.' If you have more than one student, select 'add student' and enter the information for that student. (The time slot will turn black to indicate your appointment with this teacher.)
- 6) Click 'Printable Schedule' to view your schedule. Use your browser's Print command to print. Click the 'Return' button on the screen when finished printing. Note: Please print your schedule and bring it with you on conference day.
- 7) Click 'Logout' when completed.

**** CHANGES AND CANCELLATIONS ****

If you would like to change or cancel appointments you have made, you will need to login (steps 1&2), click 'Your Schedule' and choose either 'Cancel' or 'Change Time,' follow the directions on the screen. Remember to print your new schedule!

**SPECIAL NOTE! Advisories that have 100% of their students registered for conferences
by February 3 will have a donut party on February 17!**

No computer access? Call 986.2106 beginning January 20 to schedule your conference.