

Welcome! On Line Conference Scheduling

Dear Lou Henry Families,

Lou Henry is now using online scheduling to schedule our parent/teacher conferences via the internet. **Starting February 1st and running until midnight February 12th**, parents will be able to access their teachers' calendars and schedule a convenient conference time. If you have not made an appointment by February 12th, teachers will pick an available time for you and notify you in a take-home note just prior to the conference period.

The school welcomes you to come in and use one of our computers if you do not have internet access at home or work. Alternatively, you may access the internet via your cell phone or local library. If you are unable to access internet, you may also call the school.

We need all families to schedule your appointments online by February 12th. **Remember, the appointments are available on a first-come, first-serve basis.**

Step-By-Step Parent/Guardian Instructions

1. Visit the school's homepage
(<http://www.waterloo.k12.ia.us/schoolsites/louhenry/>) and select the Online Scheduler icon/link.
2. From the Online Scheduler Home Page
 - a. Choose your student's school from the drop down list and click "GO"
 - b. Enter the **school password (SOAR)**
 - c. Enter your student's "Student ID". If you do not know their Student ID, use the LOOKUP STUDENT ID button to access the system.
 - d. Verify the student's birth date
 - e. A list of your student's teachers will be displayed. Check the box next to the name of each teacher(s) you would like to meet with.
 - f. If you have more than one student in the school you can see all of your students' teachers' schedules at one time by answering YES to this question "Do you want to schedule conferences for another student?" then repeat the steps above for your other students. If you only have one student, answer NO to that question.
 - g. You will then see the available time slots for each teacher you selected.
 - h. Select the times that work best for your schedule.
 - i. Enter your email address (recommended) if you would like an email reminder sent to you. (Your email address is kept private.)
 - j. Once you have finished you can confirm your appointment details and **print your conference schedule.**
 - k. **Write down the Confirmation Number (you will need this number to cancel your appointment)**

Need help? Contact Mrs. Moore or Mrs. Johnson in the school office.

E-mail: moorem@waterlooschools.org johnsond@waterlooschools.org

Phone: 319-433-2860.