

Step-By-Step Online Scheduling Instructions

1. Go to <https://wakeham.ggusd.us/> and select the **Online Parent Conference Scheduler** icon/link.



MEAL PREPAYMENT & MEAL APPLICATION
NEW STUDENT ENROLLMENT
PARENT CONFERENCE SCHEDULER
PRINCIPAL'S MESSAGE

Parent Conference Scheduler

2. Select Wakeham School and click "GO."

Online Scheduler
Welcome to the Online Scheduler™
To continue, please choose a school from the drop down menu below and press the GO button.
ELEMENTARY SCHOOLS: WAKEHAM ELEMENTARY SCHOOL GO

Click "GO"

3. Enter school password:

Online Scheduler
Enter the school password for WAKEHAM ELEMENTARY SCHOOL:
.....
LOGIN

Enter password: WAKEHAM

4. Enter student's ID.

Online Scheduler
 Choose your student's school: WAKEHAM ELEMENTARY SCHOOL
➔ Enter your student's ID: GO CLEAR
LOOKUP STUDENT ID

Enter student's ID and click "GO"

5. Verify student's birthdate.

Online Scheduler
 Choose your student's school: WAKEHAM ELEMENTARY SCHOOL
 Choose your student's id: 2012345
➔ Verify your student's birthday: 5 - MAY 9 2015 GO
Select birthday and click "GO"

Select birthday and click "GO"

6. Select student's teacher.

Choose your student's school: **WAKEHAM ELEMENTARY SCHOOL**

Click the checkbox next to the name of the teacher(s) that you would like to meet with, then press the appropriate YES/NO button at the bottom of the teacher listing.

MRS. NGUYEN (1, ROOM 13)

[Check All](#) / [Uncheck All](#)

Do you want to schedule conferences for another student?

YES NO

- Select YES to add another student.
- Select NO to proceed with conference time selection.

7. Select the date and time.



Choose your student's school: **WAKEHAM ELEMENTARY SCHOOL**

Choose your student's teacher: **MRS. NGUYEN**

Choose your time from the table below:

	Thu, Mar 14	Fri, Mar 15	Mon, Mar 18	Tue, Mar 19	Wed, Mar 20	Thu, Mar 21
7:30 AM	CHOOSE 7:30 AM					
1:30 PM	CHOOSE 1:30 PM					
2:00 PM	CHOOSE 2:00 PM					
2:30 PM	CHOOSE 2:30 PM					
3:00 PM	CHOOSE 3:00 PM	XXXXXXXXXX				
3:30 PM	XXXXXXXXXX	XXXXXXXXXX	CHOOSE 3:30 PM	CHOOSE 3:30 PM	XXXXXXXXXX	XXXXXXXXXX
4:00 PM	XXXXXXXXXX	XXXXXXXXXX	CHOOSE 4:00 PM	CHOOSE 4:00 PM	XXXXXXXXXX	XXXXXXXXXX

8. Provide email if you have one and make the appointment.



	DATE	TIME	STUDENT	TEACHER	REMOVE?
1	Wed - Mar 20, 2019	1:30 PM		MRS. NGUYEN (1)	<input type="checkbox"/>

ENTER YOUR EMAIL ADDRESS

By entering your email address, you will immediately receive a confirmation email and also a reminder email 2 days prior to your scheduled conference.

9. Write down confirmation number to cancel or change your appointment.

Please make a note of your confirmation number. You will need this number to make any changes to your reservation.

The Confirmation Number for this reservation is:

B5HBJD

Prevent this page from creating additional dialogs