



Arlington School Parent-Teacher Conferences- Google Calendar Sign-Up Information

Parents/Guardians will schedule conferences through Google Calendar Appointment Scheduler.

Conference Dates:

November 13, from 8:00am- 4:00pm

November 18, from 3:30- 7:00pm

November 20, from 3:30-7:00pm

As a courtesy, please allow for October 22-Oct 24 for families with multiple children to have the chance to sign up first. We ask for families with only one child to hold off to book their time slot after October 24.

Below are the links to sign-up.

CLICK -> [📅 Arlington Conference Links](#)

Step 1: Receive & open the booking link (Above)

- Select the teacher you would like to schedule a conference with and click their link.
(You may need to copy and paste the link into your browser)
- You'll arrive at a page showing the teacher's available time-slots. Choose a date.

Tip: Make sure you're looking at the correct date/time zone (it should reflect your time zone or the school's). *You do not need a Google account to book!*

Step 2: Choose a time slot

- On the booking page, once you select your day, you'll see an array of times listed
Example: 10:00 AM, 10:20 AM, etc
- Click on the time slot you prefer.

Step 3: Fill in your information & confirm

- After you pick a time slot, you will be prompted to fill in a form: your name, email address, phone and the student's name
- Please only book one slot per student
- Once you submit, you should receive a confirmation email (check the email you entered). The teacher will see the booking on their calendar too, and you'll both have the confirmed time.

Don't forget to visit the Scholastic Book Fair located in the High School library. The book fair will be open during conference hours.