

Dear Parents,

You are kindly invited to the parent-teacher conferences on:

Tuesday, April 2nd, 2019, 3:00 – 8:00 pm

Preschool, Elementary School (SEL – Grade 4), and Upper School

From **Tuesday, March 26th, 2019 at 7:00 pm until Friday, March 29th, 2018 at**

12:00 noon, the online scheduling program will allow you to make appointments with all teachers from Preschool through grade 12.

You can make your appointments in the password-protected area of our school following these steps:

1. Please go to www.giswashington.org and login to the members' area of the website in the upper right hand corner of your screen.

Please see the Wednesday Mail for username and password.

2. Please click on **ACADEMICS** and then on **Sign up for parent-teacher conferences**

3. Click on the word "Register" (upper left).

4. Please enter the name, password that you create as well as your email address.

In case you forget your password, you can request the system to send it to you using your email address. You only need to remember which of your email addresses you were using when you set up your user login.

5. Click on the "Registrieren/Register" button at the bottom.

6. On the page "success": Please click on "Login" in the upper right corner of the screen.

7. Please enter your own username and password now, and click on the "Anmelden/Login" button.

8. Select the teacher(s) you would like to see from the list, and click on "Buchungsplan anzeigen/show appointments." You can now book your appointment. Please repeat this step for every teacher you would like to see.

9. Please click on "Your Appointments" to view and print your personal schedule.

In case you are not able to come to your appointment, please inform the respective teacher(s) by email.

We ask that you limit your appointments to the designated time frame, as this is the only way to assure that every parent has time to talk with their children's teachers.

Please use the teachers' weekly office hours for longer conversations that require more time. You can find the office hours in the password-protected area of our website under ACADEMICS.

During parent teacher conferences, the playground and fields are unsupervised and nobody is allowed to use them. Please make sure that your children are not unsupervised in or outside the school buildings during parent teacher conferences.

Best wishes for a successful parent-teacher conference,

Marc Aurel Loeckmann, StD
Deputy Head of School

Monika Rodrigues
Elementary School Principal

Mojdeh Khojasteh
Preschool Principal