



# Carl Sandburg Middle School

"Tomorrow belongs to the children"  
-Carl Sandburg

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[www.d75.org/csms/](http://www.d75.org/csms/)

Live by the Tiger CODE



Committed to Success,  
prepared for a future of possibilities

Dr. Andrew Vondran, Principal

Dan Bryant, Assistant Principal

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February 3, 2025

Dear Tiger Parents,

The Sandburg Winter Student-Parent-Teacher Conferences are set for Tuesday, February 11th from 5 - 8 pm. All Sandburg staff will be offering twelve-minute individual conferences during these times. Please note that there are no walk-in conferences; all appointments must be conducted in person.

Conferences are by appointment only and need to be scheduled via our online conference appointment system. **This scheduler will OPEN on Tuesday, February 4th at 9:30 am and CLOSE on Sunday, February 9th at 9 pm.** For instructions on how to book a conference with any of your child's teachers, please refer to the enclosed registration guide. Once the online schedule has been closed, you will NOT be able to make an appointment.

Please be aware that students may have several subjects with the same teacher. Only one time slot is available per teacher for each student. If you're meeting with multiple teachers, we suggest avoiding back-to-back appointments.

If you require more time with a teacher, feel free to discuss arranging an additional meeting on another date. If you are late and miss your scheduled conference, you'll need to reschedule it for a different time.

For assistance accessing the system or scheduling an appointment, please reach out to the main office at 847-949-2707.

Sincerely,

Dr. Andrew Vondran  
Principal

Dan Bryant  
Assistant Principal

## **CSMS Parent/Teacher Conference Scheduling Directions**

**Pick A Time OPENS Tuesday, February 4, 2025 at 9:30 am**

**Pick A Time CLOSES Sunday, February 9, 2025 at 9:00 pm**

*Follow the directions provided by your school to get to the Parent Teacher Conference Scheduler.*

### **Register (NEW USERS ONLY)**

1. Enter your email address and push "Login/Create Account".
2. Fill in the required fields and register.

**Sign In** <https://pickatime.com/csmstigers75>

If you've previously registered, all you need to do is enter your email and password. If you have forgotten your password, you can select the Forgot Password button and a new password will be emailed to you.

### **Scheduling**

1. You will see a list of teachers. Select the box next to the teacher name(s) that you would like to schedule a conference with. You will then see the schedule of available times for those teachers. (If there are fewer than ten teachers at the school you will see the availability of all teachers).
  2. Each colored square represents an available meeting time. The legend shows you which teacher corresponds to which color and the times increase as you go down the page.
  3. Click on a square to schedule that time
  4. You will optionally have the choice of setting a time when you would like an email reminder to be delivered, and you will be prompted to enter in the name of your student.
  5. Click on "Create Appointment".
  6. Repeat until you have a time with each teacher you'd like to visit with.
- You can click on the "Printable Schedule" link located on the top right corner and print the resulting web page to get a hard copy of your schedule. You will also have the option to email the schedule to yourself.
  - If you want to make changes to your schedule you can click on the "Your Schedule" link, OR you can login at any other time with your email and password.

### **IMPORTANT NOTE: If you have two or more children at the school with the SAME teacher**

1. Register / Sign In with one parent's name and email address and register.
2. Schedule the first student's conference time, and log out of the scheduler.
3. Register / Sign In with the second parent's name and email address and register. If you do not have a second email address you would like to use, simply use the following format:  
yourfirstname.yourlastname@noemail.com.
4. Schedule the second student's conference time and log out of the scheduler.

*It is not necessary to do this if you have two or more children at the school with different teachers.*

*If you have any questions, please call (847-949-2707)*