



Carl Sandburg Middle School

"Tomorrow belongs to the children"
-Carl Sandburg

855 W. Hawley Street
Mundelein, Illinois 60060
Phone: (847) 949-2707 Fax: (847) 388-4942
www.d75.org/csms/

Live by the Tiger CODE



Dr. Andrew Vondran, Principal

Dan Bryant, Assistant Principal

October 2, 2024

Dear Tiger Parents:

Sandburg Fall Student-Parent-Teacher Conferences are scheduled for Thursday, October 17th from 5 - 8 pm and Thursday, October 24th from 12:00 pm – 8:00 pm. All Sandburg staff will be available for twelve-minute individual conferences during the above-listed dates and times. There are no walk-in conferences. All conferences are in person,

All conferences are by appointment only and must be scheduled using our online conference appointment scheduler. ***The scheduler will OPEN on Wednesday, October 9th at 9:00 am for you to begin scheduling conference appointments and CLOSE on Wednesday, October 16th at 3:30 PM.*** Please refer to the **enclosed registration** instruction sheet to schedule a conference with any of your child's teachers.

Please note: Students may have multiple periods and subjects with the same teacher. Only a one-time slot is available per teacher for each student. If you are scheduling conferences with multiple teachers, we recommend not scheduling them back to back.

If you need more time with a teacher, ask the teacher about arranging an additional meeting at a later date. If you are late and miss your scheduled conference, you will have to reschedule it for a later date.

If you need access to the system or need help with scheduling an appointment, please contact the main office at 847-949-2707.

Have an enjoyable evening.

Dr. Andrew Vondran
Principal

Dan Bryant
Assistant Principal

Carl Sandburg Middle School Student-Parent-Teacher Conferences

Thursday, October 17th from 5:00 pm - 8:00 pm &

Thursday, October 24th from 12:00 - 8:00 pm

Scheduling opens at 9:00 am on Wednesday, October 9th at 9:00 am

Scheduling closes at midnight on Wednesday, October 16th at 3:30 PM.

(Conferences are by appointment only and are 12 minutes in length.)

To access Carl Sandburg's Pick A Time page go to: www.pickatime.com/csmstigers75
To begin the registration process, please follow the steps below:

Register (New Users Only) – If you used the system last year for scheduling, please skip to “Sign In”

1. Enter your email address and click on "Login/Create Account".
2. Fill in the required fields and register.
3. Enter your child's name with **no spaces** in the Student ID box (*samplestudent*) and his/her birthdate (*mm/dd/yyyy*)

Sign In

Once you've registered and created your account, you will only need your email address and password to log in.

Scheduling a Conference

1. **The Scheduling program will open at 9:00 am on Wednesday, October 9, 2024**
2. Once you select your student(s) you will see a color-coded legend at the top of your page. On the color-coded appointment table below, you will see the open time slots for each teacher (the color corresponds to the teacher colors in the legend). Click on the color-coded time slots square to book it.
3. Once you click a time slot to book, you will then want your email reminder sent to you.
4. Click "Create Appointment".

* Please note: Students may have multiple periods and subjects with the same teacher. Only one-time slot is available per teacher for each student. Repeat until you have a time with each teacher you'd like to visit with.

You can click on the [Printable Schedule](#) at the top of the screen, view your schedule, and either print it or have it emailed to you. You can log in at any time to change your schedule.