



# Radnor High School

130 King of Prussia Rd.  
Radnor, PA 19087  
610-293-0855  
[www.rtsd.org/radnorhs](http://www.rtsd.org/radnorhs)

*Invest in Excellence*

October, 2018

Dear Parents/Guardians:

We are pleased to announce that we will once again be using Pick-A-Time to schedule Parent/Teacher Conferences during the afternoon of November 19 and throughout the day on November 20 and 21.

## Direction for Parents

- Follow the link on the high school Web site [www.rtsd.org](http://www.rtsd.org) or log onto <https://pickatime.com/client?ven=11601071>
- You can **begin** scheduling your conferences on **November 5<sup>th</sup> at 7:00 AM.**
- Conference scheduling will **close** on **November 12<sup>th</sup> at 12:00 PM.**

## Register (new users)

1. Enter your email address and push "Login/Create Account"
2. Fill in the required fields and register
3. Click on "Add Student"
4. For each child, enter first name, last name and a birth date (*mm/dd/yyyy*)
5. Once all your students are listed at the top, push "Done"

## Scheduling

Each colored square represents an available meeting time during the afternoon of November 19<sup>th</sup> and throughout the day on November 20<sup>th</sup> & 21<sup>st</sup>. Click on the square to book the time you would like. After you set when you want the reminder e-mail to be delivered, click "Create appointment." **Please only sign up with 3 teachers with whom you would like a conference.**

## Signing In Again

If and when you return to the site once you are registered, all you need to do is enter your e-mail address and password. The system will know about your appointments and the students you added to your account.

Please e-mail/call Nadine McDevitt at [Nadine.mcdevitt@rtsd.org](mailto:Nadine.mcdevitt@rtsd.org) or 610-293-0855 x3502 with any issues concerning the conference scheduling.

Sincerely,

Dan Bechtold  
Principal  
Radnor High School

