

Accessing Parent Connect Scheduler

Below are steps to assist you with Parent Connect.

Go to our website: <http://www.70aks.org/school/collicutt/Pages/default.aspx>

- Click on 'Parents' found on the top right-hand side of the page.
- Click on 'Parent Connect' (using email address we have on file).
- If it is your first-time visiting Parent Connect, use the "Forgot my password" prompt to receive a temporary password.
- Once in Parent Connect, you will be able to book your conference/interview time with the teacher as well as view their report cards.
- Click on the "INTRVW" the interview tab at the top of the page. You can set up your conference time and edit your conference time, if necessary.
- Select the teacher you want to book a conference time with from the drop-down arrow (e.g. Homeroom Teacher, Phys-ed, music teacher).
- If you have more than one child in the division, use the drop-down arrow to select the appropriate student you want to schedule the conference for.
- A list of times and dates is displayed on the left-hand side of the page. To view more click on "next" found above the displayed times.
- If you wish you can use the print button to print a PDF copy of your conference times.
- If you require assistance with booking your conference time, please contact the school office.
- By viewing your child's report card, click on FOLDER tab. If you require a paper copy of your child's report card, please contact the office @ 204-338-7937.