

Signing up for a conference

Thursday, September 24th 4:00 – 8:00

Friday, September 25th 8:00 – 4:00



This year at Paideia, you will be able to schedule a conference with your child's teachers using Genbook, an online scheduling program. This program will show you the times that teachers are available to meet with you. It operates in real-time, it will send you a confirmation e-mail when you have finished creating your appointment, and it will allow you to cancel your appointment if you realize that you need to schedule a different time.

Here are the directions for scheduling a conference:

1. Go to the site: <http://paideia-academy.genbook.com>
2. Click on the option "15-minute conference."
3. Find the teacher that you would like to conference with and click on their name.
4. On the September calendar on the left side of the screen, click on either the 24th or 25th for your conference.
5. When your chosen date is highlighted on the calendar, click on a time for your conference.
6. Enter your information into the form and don't forget to include your child's name in the "Additional Info" section. Then click "continue."
7. On the next page, confirm that you typed everything in correctly and then click "Confirm Appointment."
8. You will now see a confirmation that your conference has been scheduled and you will receive a confirmation e-mail as well.
9. You are all set! If you need to cancel your conference, you can click on the link at the bottom of your confirmation e-mail. This will walk you through the steps you need to follow to cancel your conference.

If you have any questions about the site, please contact Teri Hanson by e-mail at thanson@paideiaacademy.org

If you do not have internet access, please call your child's **teacher** and they can schedule the conference for you. (The office is unable to assist you in this.)