

ONLINE CONFERENCE SCHEDULING

Parent/Teacher/Student conferences will take place Tuesday, February 21, Wednesday, February 22, and Thursday, February 23.

The online conference scheduling site will be open Feb. 3 at 7 a.m. and close Feb. 13 at 7 p.m.

To access conference scheduling go to the following website -OR- Eisenhower's website.

<http://www.myschoolsystems.com/dubque/eisenhower> -OR-

<http://www.eisenhower.dbqschools.org>

(NOTE: Conference scheduling is not accessed through Powerschool.)

- In the STUDENT'S FIRST NAME BOX: type your child's legal (given) first name (not nickname or abbreviated name).
- In the STUDENT'S LAST NAME BOX: type your child's last name (no hyphens or punctuation).
- In the PASSWORD BOX: type your child's legal (given) first name (not nickname or abbreviated name).
- You will then get your student's schedule.
- You must book a conference with the "Homeroom Teacher." (Art, Music, Wellness, Band and Orchestra are optional conferences.)
- Click the "schedule button" and choose an available time. Then click "Schedule Time" button to submit. (A red "X" in a circle indicates that time is NOT available for conference.)
- Do this process for each of your students.
- Once you have completed all of the scheduling and would like a copy, press the printer icon. If you have more than one student, you will need to print each student's schedule. A reminder of your conference will be emailed.
- The online scheduling is on **FIRST COME FIRST SERVE** basis, so if you have a strong preference of time for your conference, you will want to log in and do your selection as soon as you can.
- **The site will open for parents on February 3, at 7 a.m. and close on February 13, at 7 p.m.**
- *Divorced or separated parents will be expected to do ONE unified conference for your child(ren). Teachers will not be scheduling separate conferences (one for mom, one later for dad) due to time constraints. In the spirit of respect we ask that you sit down for 15 minutes together to hear the same message about the child(ren) that you share.*
- If you have any questions/problems please contact the Eisenhower Office at 563-552-3500.