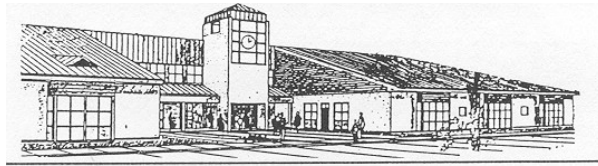


**St. Albans Town Educational Center**  
**169 South Main St.**  
**St. Albans, VT 05478**



**Angela Stebbins – Principal**  
**Jason Therrien – Assistant Principal**  
**Phone (802)-527-7191**

October 10, 2016

Dear Families,

As we prepare for the upcoming Parent/Teacher Conferences in October we wanted to share that we have activated our online scheduling system. To get to the Parent/Teacher Conference Scheduler please visit <http://satec.fcsuvt.org/pick-a-time/> or look for the Pick A Time link in the *News and Announcements* section.

**Register (new users):**

1. Go to <http://satec.fcsuvt.org/pick-a-time/> or click on the Pick A Time link in the *News and Announcements* section
2. Fill in the required fields to register
3. For each child the student ID will be their first and last name, enter their first and last name (ex. BenjaminFranklin) and their birthdate.

**Sign In (returning users)**

If you've previously registered, all you need to do is enter your email and password. The system will know about your appointments and the children you have added to your account.

**Scheduling**

1. Each colored square represents an available meeting time. The legend shows you which teacher corresponds to which color. (**Note:** you will not see all of the teachers at your school, just the set of teachers that your children have classes with.) **Click on a square to book that time.**
  2. You will have the choice of setting a time when you would like a reminder email delivered.
  3. Click "**Create Appointment**".
- Repeat until you have a time with each teacher you'd like to visit with.

- At any time, you can click on "printable schedule" and print the resulting web page to get a hard copy of your schedule. You will also have the option to email your schedule to yourself.
- If you want to make changes to your schedule, you can log in at any time with the email address and password you used to create your account.
- Click on "**Your Schedule**" to display and hide your appointments. There will be links to change the time, or cancel the appointment.

**Please note:**

- If you would like to make an appointment with a teacher that is not listed for your child please contact them directly.
- If you do not have internet access please contact Tammy Deso @ 752-2700 and she will be able to assist you.

**St. Albans Town Educational Center is a place where all students and staff can be successful academically, socially, and emotionally in a positive, caring, and safe environment that respects individuality and promotes collaboration.**