

Online Conference Scheduling System

Overview

The program is designed to be parent driven. Parents are responsible for signing up for conferences and for informing Student Services if email addresses are changed.

Features

- Parents can signup at any time night or day.
- Parents can see all the conferences they have signed up for.
- Parents can remove themselves from a conference time-slot.
- Parents cannot signup for a conference before a certain date and time (date published in CAS Weekly Bulletin) and cannot remove or make changes after a given date and time.

How to Scheduling Your Parent/Teacher Conferences

- 1) Go to CAS website and click on Quickmenu. Scroll to last item and click on: Parent – Teacher Conferences. You may also click here:
<http://www.teeso.com/cas/?btnLogin=btnLogin>
- 2) Login screen comes up. Fill in: Username – this is your email address, Password – this is your telephone number (without dashes or area code). It will be the telephone number that you have provided on the forms (if you don't have a home phone, try your cell phone number). If you have forgotten your password, "Click here to get it emailed to you!" and it will be sent to you.
- 3) Click the "Log Me In" button after entering your username and password.
- 4) Follow prompts to your student's classroom and schedule yourself at any available time.

NOTE: Be sure to click on the correct classroom for your child. All rooms for each grade level will appear for each child.

If you have any questions please feel free to contact Rhonda Orr at rorr@charlesarmstrong.org or you may contact Student Services.