

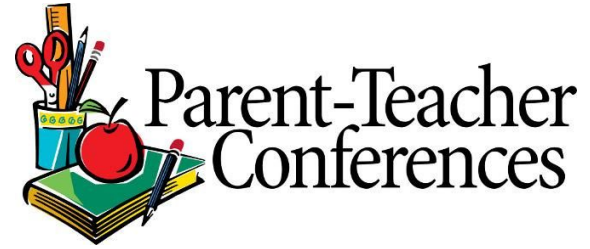
Oakfield Elementary VIRTUAL Parent/Teacher Conferences

Tuesday, October 20 from 4:00 - 7:00 PM

Thursday, October 22 from 4:00 - 7:00 PM

Friday, October 23 from 8:00 - 11:30 AM

*These will be virtual conferences. Any staff member whom you schedule a conference with will then send you a Google Meet Invite to conduct a virtual conference. Parents will also have the option to request their child's school's device to be sent home to support the virtual conference.



Please schedule a Parent/Teacher Conference using the steps below.

As a parent, you will login into PowerSchool at <https://oakfield.powerschool.com/public/home.html>, just like you did for registration back in August.

Attached to this document are the instructions to secure your conference times with Oakfield Elementary staff. Classroom teachers will be communicating with you their expectations for conferences such as, if your child needs to be present for the conference. Specials and Intervention staff will also notify you if they would like you to schedule a conference time with them as well. You always have that option even if the staff don't request it.

Our goal is for families to be able to schedule conferences at times that work for your schedule. All conference times are on a first come, first serve basis, so please don't delay in logging on to secure your times.

A few of our staff are not assigned to students in PowerSchool, which means you are not able to schedule a conference with them via PowerSchool. We still want you to be able to have time to meet with these staff members if you so choose. Scheduling a conference with these staff members will require you to contact them directly to schedule a conference time. See the staff information below.

Staff Member	Position	Email Address
Mrs. Doyle	Principal	bdoyle@oakfield.k12.wi.us
Mrs. Bergum	School Counselor	bbergum@oakfield.k12.wi.us
Mrs. Dineen	Math Intervention	cdineen@oakfield.k12.wi.us
Mrs. Harrison	Reading Intervention	jharrison@oakfield.k12.wi.us
Ms. Seager	Speech	gseager@oakfield.k12.wi.us
Mrs. Morell	Cross-Categorical	smorell@oakfield.k12.wi.us
Mrs. Liebelt	Literacy Coach/District Assessment Coordinator	mliebelt@oakfield.k12.wi.us

Thank you for your support with this process. Please contact Mrs. Garriety at lgarriety@oakfield.k12.wi.us or Mrs. Steinke at asteinke@oakfield.k12.wi.us or via phone at (920) 583-3146 for support, if needed.

Parents Guide to Select Parent/Teacher Conference Times

Step 1: Log onto PowerSchool

<https://oakfield.powerschool.com/public/home.html>

Do you have an account to the Parent Portal but **forgot your password**? You can click the “forgot username and password” and information will be sent to your email address on file. |

The screenshot shows the PowerSchool login page. At the top is the PowerSchool logo. Below it is the heading "Student and Parent Sign In". There are two tabs: "Sign In" (selected) and "Create Account". Below the tabs are two input fields: "Username" and "Password". Below the password field is a link that says "Forgot Username or Password?". At the bottom right is a "Sign In" button.

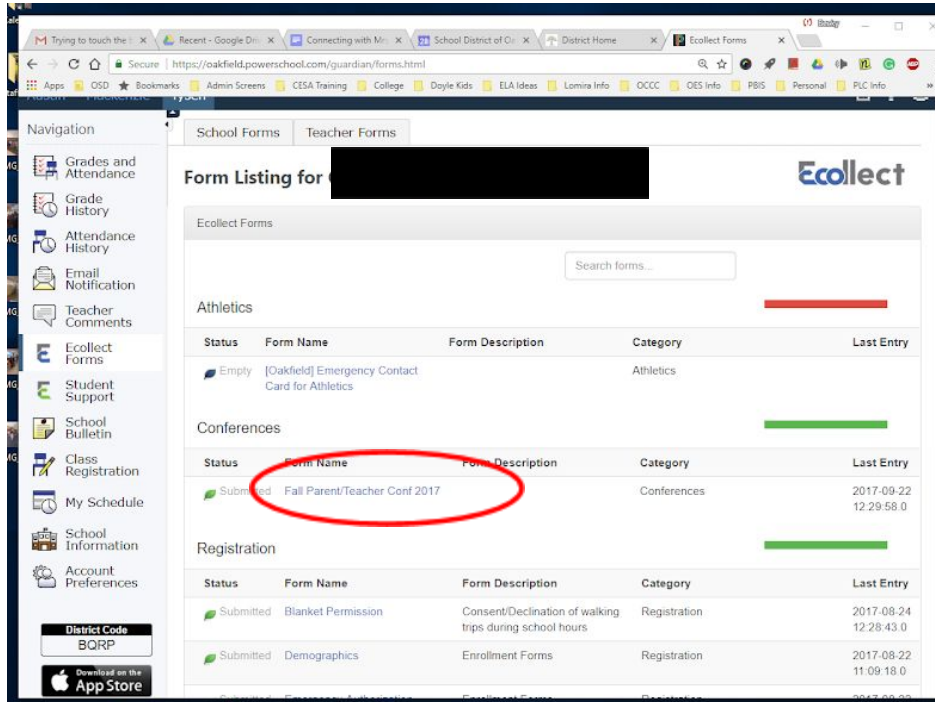
Step 2: Select Ecollect Forms

The screenshot shows the PowerSchool "Grades and Attendance" page. The user is logged in as Claudia Craig. The page title is "Grades and Attendance: [redacted]". There are two tabs: "Grades and Attendance" (selected) and "Standards Grades". The main content area is a table titled "Attendance By Class". The table has columns for "Exp", "Last Week" (M, T, W, H, F), "This Week" (M, T, W, H, F), "Course", "Absences", and "Tardies". The "Ecollect Forms" menu item in the left sidebar is circled in red.

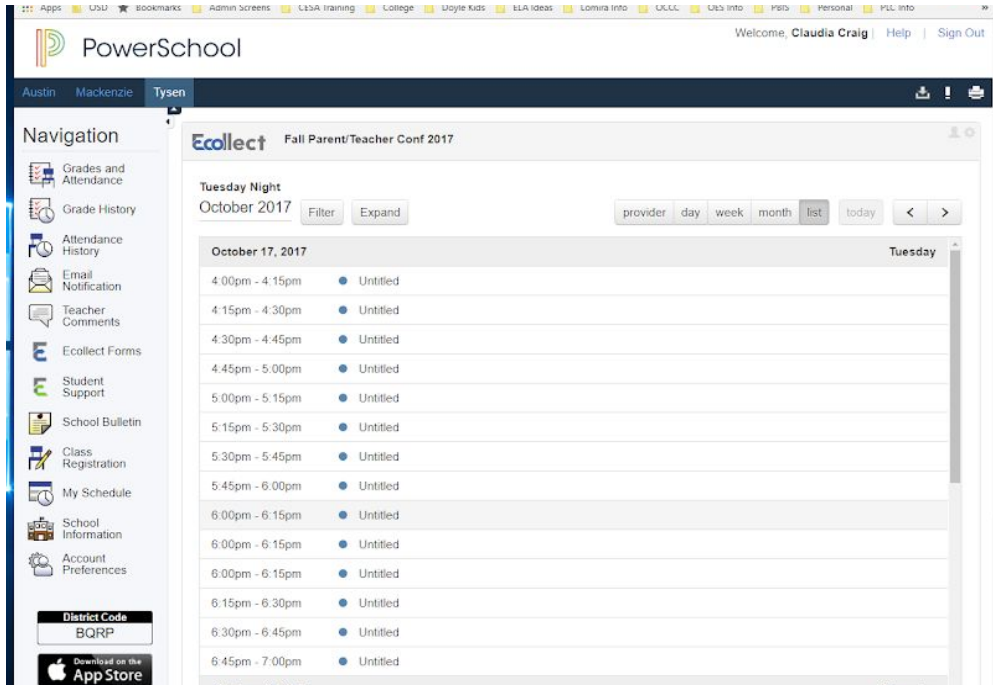
Exp	Last Week					This Week					Course	Absences	Tardies
	M	T	W	H	F	M	T	W	H	F			
AM(A)											Grade 5 Homeroom Email Schepp, Aaron	0	0
PM(A)											Grade 5 Homeroom Email Schepp, Aaron	0	0
LAN(A)	-	-	-	-	-	-	-	-	-	-	Lang Arts 5 Email Schepp, Aaron	0	0
RD(A)	-	-	-	-	-	-	-	-	-	-	Reading 5 Email Schepp, Aaron	0	0
MT(A)	-	-	-	-	-	-	-	-	-	-	Math 5 Email Schepp, Aaron	0	0
SS(A)	-	-	-	-	-	-	-	-	-	-	Social Studies 5 Email Schepp, Aaron	0	0
SC(A)	-	-	-	-	-	-	-	-	-	-	Science 5 Email Schepp, Aaron	0	0
MS(A)	-	-	-	-	-	-	-	-	-	-	Music 5 Email Belanger, Terri	0	0
AR(A)	-	-	-	-	-	-	-	-	-	-	Art 5 Email Maly, Jenimae	0	0
											Phy Ed 5		

Step 3: Make sure you have correct student selected on the top left.

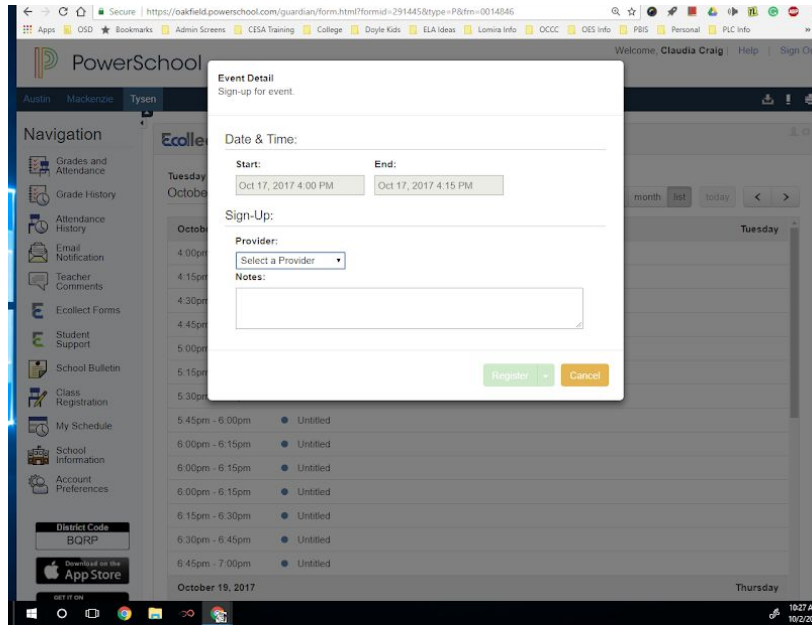
Step 4: Click on the Fall Parent/Teacher Conf



Step 5: Click on a time and day that you would be available to attend the conference. This box will appear. Scroll down the page to see Thursday and Friday's times as well.



Step 6: Click on the Untitled button to reserve this spot with a staff member. Select the student's provider/teacher. This screen will appear.

The image shows a screenshot of a web browser displaying the PowerSchool 'Event Detail' sign-up form. The form is titled 'Event Detail' and 'Sign-up for event'. It includes fields for 'Date & Time' with 'Start' and 'End' dropdowns set to 'Oct 17, 2017 4:00 PM' and 'Oct 17, 2017 4:15 PM' respectively. Below this is a 'Sign-Up:' section with a 'Provider:' dropdown menu currently showing 'Select a Provider' and a 'Notes:' text area. At the bottom right of the form are two buttons: a green 'Register' button and an orange 'Cancel' button. The background shows a calendar view for October 2017 with several 'Untitled' spots marked for Tuesday, October 17th. The browser's address bar shows the URL 'https://oakfield.powerschool.com/guardian/form.html?formid=291445&type=P&fm=0014846'. The user is logged in as 'Claudia Craig'.

Step 8: Click on the Register button. Click the green Submit Form button. Then click Okay.

Step 9: Repeat the steps above for any additional meetings with staff for the same child or to schedule times for another child in your family.

Please contact Mrs. Garriety at lgarriety@oakfield.k12.wi.us or Mrs. Steinke at asteinke@oakfield.k12.wi.us or by via phone at (920)583-3146 for support, if needed.