September 25, 2017

Dear 8th Grade Families,

I know that many of you are very anxious about setting up a time to meet with me to discuss your child’s high school choices.  In order to make this process as organized as possible, we are using an online booking system.  All families must create an account in order to use this tool.  I am including directions below to assist you in booking a high school appointment.

Please note that each child’s meeting will be for 20 minutes and will take place in my office in room 332. Please arrive at least 5 minutes early and take a seat in the hall way to prevent being late and cutting into **your** meeting time. I strongly suggest that students attend the appointments as well. I also encourage all families to bring copies of your child’s 7th grade report card, high school application (once they are made available) and a list of all schools that they are interested in. I look forward to meeting with many of you.

Star Corvinelli

**Directions:**

1. Please go to **http://www.supersaas.com/schedule/Star\_Corvinelli/High\_School\_Appointment**
2. You will then be prompted to sign in with a shared password that was given out to students that all 8th grade families will use.
3. Please see the monthly calendar on the right side of the page. Click the date that you would prefer starting in the month of October. Please remember that I will be taking appointments only on Wednesdays & Thursdays in the morning and Tuesdays and Thursdays in the afternoon. I also have one Saturday available and all day on Election Day.
4. Click on the gray available tab below.
5. Click on the timeslot that you would prefer.
6. You will then be prompted to sign in again and create a user account with your email and password. You must create your own password this time.
7. Now you will be able to book an appointment.
8. Fill in requested information.
9. **A confirmation email will be sent with your time and date of appointment.**