

**PELHAM PUBLIC SCHOOLS
PELHAM, N.Y. 10803**

March 2, 2010

Dear Parents,

Parent Teacher Conferences will be held at the four elementary schools on Wednesday March 17th from 1:10-3:10 and Thursday March 18th from 8:10-3:10.

You will be able to sign up for conferences with your child(ren)'s teacher(s) using the Pick-a-Time system, as you did in the fall.

You can follow these easy steps in order to sign up:

- Go to the school website and locate the link for Pick-a-Time
- Use the same email address and password that you used in the fall when you registered for the first time
- If you forgot your password there is a "Forgot Password" icon where you can click and have a new password sent to your e-mail account on record

The Pick-a-Time site will be open on Monday March 8th at 8:00 am and closed on Monday March 15th at 4:00pm.

If you registered in the Pelham schools after December 14th an individual letter will be sent to you explaining how to log into Pick-a-Time. If you have any questions, please call your individual school.

Yours truly,

Susan Gilbert
Robert Roelle
Janet Rothstein
Carla Tarazi

