

October 17, 2017

Parent-Teacher Conferences will take place on **Monday, October 30, 2017, from 8:00 am to 4:00 pm**, with the following break schedules:

Break: 10:00 am – 10:10 am
Lunch break: 12:00 pm – 12:30 pm
Break: 2:00 pm – 2:10 pm

Please note the following:

- **Schedule your appointment(s) online starting Thursday, Oct. 19th, after 9:00 am – Wednesday, Oct. 25th, 4:00 pm.** To schedule an appointment, please visit chamlan.fullslate.com and reserve your desired:
 - **10 minutes time slot(s) for Kindergarten - 5th Grades**
 - **5 minutes time slot(s) for 6th-8th Grades**
- English subject teachers of **Kindergarten – 5 Grades** will meet parents in their classrooms.
- Teachers of **Armenian subjects for Kindergarten - 5th Grades** will meet in the following classrooms:
 - Kindergarten - Anet & Zorineh
 - 1A - Aida Aghaian
 - 1B - Arpi Dabbaghian
 - 1C - Armenik Hayrapetian
 - 3A - Aline Timourian
 - 4B – Seda Der Mardirossian
 - 4C – Linet Aboulia
 - Alenosh Keshishian - Room 223
 - Hrip Karayan - Room 223
 - Nora Krajian - Room 223

Following teachers will meet with parents in the school auditorium:

- Sarene Adessian
 - Tina Barseghyan
 - Ani Berberian
 - Evelyn Butler
 - Hasmig Demirjian
 - Tamar Estantoulia
 - Lida Gevorkian
 - Arshag Ghaloosian
 - Louisa Golshan
 - Arda Kassabian
 - Ida Martin
 - Vahan Mehrabian
 - Arax Zarzavatjian
- **All meetings are by appointment only, and no "walk-ins" will be accepted.**

Please do not call the office number, as the receptionist will not be scheduling any conference appointments.

**Thank you,
School Administration**

Parent-Teacher Conference Scheduling Instructions

1. Go to **chamlan.fullslate.com**
2. Select the teacher you would like to meet with
3. Click on the "Parent-Teacher Conference" link
4. Click on the date link – **Monday, October 30**
5. Select the desired start time
6. Fill in the five required fields (Secret code: **Handeepoom2458**) and press the "Schedule Appointment" button
NOTE: For the **First name** and **Last name** fields use the student's information and provide **your** email address.
7. After the successful submission you will get the following message:
 - **Your appointment is not scheduled yet.**
An email with instructions on how to finish making this appointment is on its way.
Please check your email now and click the link inside to verify receipt.
You must complete this step to hold the requested date/time.
Didn't get the email? You may need to add no-reply@fullslate.com to your safe senders list or look in your junk mail folder.
8. You will get an email from **Vahan & Anoush Chamlian Notifications@email.fullslate.com** with the subject **Instructions to Finish Booking Your Appointment with Vahan & Anoush Chamlian Armenian School** and the content will say:
 - **You must confirm receipt of this email in order to hold your appointment time.**
To finish booking your appointment, please follow [this link](#).

Thank you,
Vahan & Anoush Chamlian Armenian School
9. After the confirmation you will get the following message on the Fullslate site:
Success!
Thank you for scheduling online.
To schedule appointments with additional teachers, click on the "Vahan & Anoush Chamlian Armenian School" logo/title at the top of the page and repeat the same steps as before.
Please make sure to limit your appointment to a single five minute and ten-minute slot per teacher/student.
You will receive a confirmation email shortly. If you like, you can register so you can log in to view, make and change appointments online.