



Dear Oakwood Families,

The staff at Oakwood Intermediate is so thankful for a fabulous beginning to the 2013-14 school year. We are looking forward to meeting with you at our upcoming Parent-Teacher Conferences, which are scheduled on Monday, November 25 and Tuesday, November 26.

As many of you know, last year Allendale used an online registration process called Virtual Paragon. This program enabled parents to schedule their conference times from home. Due to the strong positive response from parents last year, Oakwood Intermediate has chosen to use the same process again this year.

The scheduling window for Oakwood will open at 5:00 pm on Friday, November 15 and will close at 8:00 pm on Sunday, November 24. If you are scheduling meetings for more than one child please be sure to allow enough time in between conferences for travel.

We have included two sets of instructions with this letter, one for new users that includes directions for creating a parent account allowing you to select a conference time, and the other is for parents who have an account already and need directions to get into the system.

If you experience any difficulties with the Virtual Paragon system please give us a call at 892-3475.

Thank you so much for the support and encouragement you show us – we truly appreciate you and hope to see you soon.

Sincerely,

Mr. Doug Bol
Doug Bol, Principal
Oakwood Intermediate

OAKWOOD INTERMEDIATE

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www.allendale.k12.mi.us

Step by Step Instructions for Scheduling an APS Parent-Teacher Conference

New Users

1. Using Internet Explorer or Firefox, go to: <http://www.allendale.k12.mi.us>
2. Click on the **PARENTS** link at the top and select the menu item labeled **Parent/Teacher Conference Scheduler**.
3. A new screen will appear. Click on the red link titled **Parent/Teacher Conference Reservation System by Virtual Paragon**
4. Enter the APS Master Password: **teacherconnect** and click on the button labeled **Click to Enter**
5. You will be redirected to the Reservation System.
6. Click on the button labeled **Create New User Name**
7. Fill in the form that comes up and then click on the button at the bottom labeled **Create My Account**
8. Click the **Login** button and access the system using the account you just created. Remember this information as you will use this account in the future as well.
9. Click on the link titled **Make reservation(s)**
10. Select your child's teacher then click the **Continue** button at the bottom of the page.
11. Click on an available time slot for your child's teacher and click the button at the top labeled **Save/Done**.

Returning Users

1. Using Internet Explorer or Firefox, go to: <http://www.allendale.k12.mi.us>
2. Click on the **PARENTS** link at the top and select the menu item labeled **Parent/Teacher Conference Scheduler**.
3. A new screen will appear. Click on the red link titled **Parent/Teacher Conference Reservation System by Virtual Paragon**
4. Enter the APS Master Password: **teacherconnect** and click on the button labeled **Click to Enter**
5. You will be redirected to the Reservation System.
6. Click on the **log in** button and login using the account you created last year. If you don't remember that information, click the box to have the system email it to you.
7. Click on the link titled **Make reservation(s)**
8. Select your child's teacher then click the **Continue** button at the bottom of the page.
9. Click on an available time slot for your child's teacher and click the button at the top labeled **Save/Done**.