



Dear Evergreen Families,

It is hard to believe that we are at the point in the school year where we are planning for second semester conferences. The staff at Evergreen Elementary appreciates your partnership in our effort to provide an excellent educational experience for your child this year. We look forward to meeting with you again at our upcoming **Parent-Teacher Conferences**. Conferences are scheduled on Wednesday, March 13 and Thursday, March 14. **There will be no school on Friday, March 15.**

As many of you know, Allendale has used an online registration process called Virtual Paragon. This program enables parents to schedule their conference times from home. Due to the strong positive response from parents, Evergreen will continue to use this system to schedule conferences.

**The scheduling window for Evergreen will open at 7:00 pm on Friday, March 1 and will close at noon on Monday, March 11. If you are scheduling conferences for more than one child, please allow a gap between them, in case any conferences are running behind schedule. If you are unable to meet in person and need to schedule an alternate conference by phone or video, please reach out to your child's teacher to make the necessary arrangements.**

In addition to your child's teacher, our specials teachers, special education teachers, and ancillary staff will be available to meet with you as well.

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 616-892-3470.

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  
Principal  
Evergreen Elementary

Note: The Master Password for the Virtual Paragon login is **teacherconnect**

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

### New Users

- Go to: <http://www.allendale.k12.mi.us>
- Click on the **PARENTS** link at the top and select the menu item labeled **Parent/Teacher Conference Scheduler**.
- A new screen will appear. Click on the red link titled **Parent/Teacher Conference Reservation System by Virtual Paragon**
- Enter the APS Master Password: **teacherconnect** and click on the button labeled **Click to Enter**
- You will be redirected to the Reservation System.
- Click on the button labeled **Create New User Name**
- Fill in the form that comes up and then click on the button at the bottom labeled **Create My Account**
- 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.
- Click on the link titled **Make reservation(s)**
- Select your child's teacher then click the **Continue** button at the bottom of the page.
- Click on an available time slot for your child's teacher.
- If you are unable to meet in person please type "virtual" in the special instructions box.
- Click the button at the top labeled **Save/Done**.

### Returning Users

- Go to: <http://www.allendale.k12.mi.us>
- Click on the **PARENTS** link at the top and select the menu item labeled **Parent/Teacher Conference Scheduler**.
- A new screen will appear. Click on the red link titled **Parent/Teacher Conference Reservation System by Virtual Paragon**
- Enter the APS Master Password: **teacherconnect** and click on the button labeled **Click to Enter**
- You will be redirected to the Reservation System.
- 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.
- Click on the link titled **Make reservation(s)**
- Select your child's teacher then click the **Continue** button at the bottom of the page.
- Click on an available time slot for your child's teacher.
- If you are unable to meet in person please type "virtual" in the special instructions box.
- Click the button at the top labeled **Save/Done**.