How to Schedule Appointments for Parent/Teacher Conferences

1. Log into the Sycamore site appropriate for your child:
   ● PK to 8th Grade: https://app.sycamoreeducation.com/index.php?schoolid=3318
   Alternatively you can go to the general Sycamore site at https://app.sycamoreeducation.com and enter the School ID codes below:
   ● High School ID = 3060
   ● PK-8 School ID = 3318

2. Enter your family username and password and press “Enter” on your keyboard or Login on the screen. Email the NUI IT Department at it@nuischool.org if you don't know or have forgotten your credentials.

3. Click Check Your Schedule on the right hand side.

4. Select the appropriate student and conference date from the drop-down lists across the top.

5. Click a time slot to book it, then click Confirm. Green slots are available and pink ones are not. NOTE: Once a slot is booked, you will not be able to change it yourself. Please
email the teacher directly to request a change.

6. A person icon will appear in the slots you have booked. Repeat for all the teachers you would like to meet with.

7. Repeat steps 4-7 for any other children and once you have booked all your appointments for one child, click Summary in the top right corner and print that page for your own record.

IMPORTANT NOTES:

- If you have children in both PK-8th and High School, you will need to log out of the current Sycamore site and log into the appropriate Sycamore site in step 1 and repeat the steps above.
- To re-schedule an appointment, please email the teacher directly.
- Feel free to contact the IT Department at it@nuischool.org if you need further assistance.