



Allendale Public Schools

Evergreen Elementary School | 10690 Learning Lane | Allendale, MI 49401 | 616-892-3465

Dear Evergreen Families,

The staff at Evergreen is thankful for an excellent start of the 2023-24 school year. We are looking forward to meeting with you at our upcoming Parent-Teacher Conferences, scheduled on Wednesday, October 18 and Thursday, October 19. **There will be no school on Friday, October 20.**

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, October 6 and will close at noon on Monday, October 16. If you are scheduling conferences for more than one child, please allow a gap between them, in case any conferences are running behind schedule. We are planning to hold all conferences in person this year. If you are unable to meet in person and need a virtual conference time, please type "virtual" in the special instructions box in Virtual Paragon when scheduling your conference time.**

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:**

- Using Internet Explorer or Firefox, 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** and fill in the form. 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. Choose an available time slot for your child's teacher.
- Click the button at the top labeled **Save/Done**.

### **Returning Users:**

- Using Internet Explorer or Firefox, 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 the **Login** button to access the account you previously created. If you don't remember your 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. Choose an available time slot for your child's teacher.
- Click the button at the top labeled **Save/Done**.