



Dear Parents/Guardians of Juniors (Class of 2023):

The Guidance Department is now scheduling conferences for all juniors, together with their parents, to meet with the counselors for post-graduation/college planning and senior year scheduling.

Virtual conferences will begin Wednesday, January 5th, and continue until Friday, February 25th. Appointments are available during two time-slots as follows: Mrs. Deptula, Mr. Mazzarella and Ms. Rusynko -8:15 a.m. & 10:00 a.m.

Our aim is to try to accommodate everyone who would like a conference. Please keep in mind that conference spots fill up quickly. If you need to schedule or reschedule after Pick-a-Time closes on **2/21/2022**, please contact your counselor at 973-429-8309 or by email.

Please note that conferences must be made 72 hours in advance.

To sign up go to pickatime.com

- Go to the web site: <https://pickatime.com/client?ven=11604123>
- Enter your email address and password. If you forgot your password, click on the "Forgot My Password" link. If you are a first time user, click on the "Create Account" link.
- Click on your counselor's name in order to schedule a conference.
- On the bottom of the page are the available times for that counselor. Click on the conference time that you would like.
- A new window will pop up asking you when you would like a reminder sent to you, along with asking you for the name of your child. Click on a time for the

- *reminder, add your child's name, and then click Create Appointment.*
- *Prior to your meeting, you and your child will receive an email with the google meet code.*

Juniors should complete the **Naviance Game Plan** prior to the meeting.

Thank you for your prompt attention to this matter. We look forward to meeting with you soon.

If there are any issues with Pick-a-Time, please contact The Guidance Department.

Lindsey Deptula

Joseph Mazarella

Oksana Rusynko