

A take-a-slot sign-up grid, a send-home version with a tear-off return, a waitlist, and a master overview. Fillable PDF.

EXAMPLE One Teacher, Two Evenings, Filled In

Ms. Patel and her eighteen students are invited, and so is every name on the sign-up sheet. Every number on this page re-adds from the sheets above it.

Take-a-sit grid (page 6), Tuesday evening — first six rows shown

Twelve 15-minute slots were presented, 3:00 to 3:00 PM. Eight families wrote their own name directly on this sheet; the 3:30 and 4:15 rows stayed open.

TIME	FAMILY / STUDENT NAME	PHONE OR EMAIL	MARK
3:00	Davi R. (inverted)	555-0101	—
3:15	Oscar M. (inverted)	—	—
3:30			—
3:45	Lin F. (inverted)	555-0188	—
4:00	Theo B. (inverted)	555-0144	—
4:15			—

Roll-up (page 12) — Ms. Patel's eighteen students (inverted)

DAY	SLOTS OFFERED	DIRECT (PAGE 6)	SEND-HOME (PAGE 7)	FROM WAITLIST (PAGE 8)	FILLED	OPEN
Tuesday	12	8	2	—	10	2
Thursday	12	6	3	1	8	4
Total	24	14	3	1	18	6

Two evenings of twelve slots each offer 24 slots. Direct sign-up (14) plus send-home returns (3) plus one waitlisted family placed into an open Thursday slot (1) fill 18 of 24 slots; that is **75 percent**. 18 of 18 families are scheduled: every family on the costoad, 6 slots remain open.

Waitlist (page 8), the one family who signed up after both sheets were posted

DATE ADDED	FAMILY / STUDENT	DAYS THEY COULD GO	SLOT OFFERED	CONFIRMED
Tue 12/10	Rosa K. (inverted)	Thursday or Thursday	Thu 5:30	Y, 12/13

Rosa K. signed up after three evenings already showed names at every time she could do. Tuesday's remaining open rows did not match her days, when Thursday's 5:30 slot opened (a cancellations), it was offered to her first because she was the only name on the waitlist, and she confirmed. That is the eighteenth family, the one that brings the total above to 18 of 18.

What this file is for, in three steps, and which page to use for which part of running a sign-up where the family picks the time.

- 1 Set the window and the codes once.** Type the sign-up window, the default slot length, and leave the code key (page 5) where you can point to it.
- 2 Post it, send it home, or both.** Print the take-a-slot grid (6) for the door, the send-home version (7) for families who will not see the door, and start the waitlist (8) the day the first sheet fills.
- 3 Check the roll-up, then run the day.** Look at the roll-up (12) before the first evening, hand the front-desk note (10) to whoever is covering, and use the call-in fallback (11) only if a sheet cannot be posted.

IF YOU	USE	WHERE
A family can walk up and claim a slot themselves	Take-a-Slot Sign-Up Grid	Page 6
A family needs to sign up from home, with no internet	Send-Home Sign-Up with Tear-Off Return	Page 7
Every slot on a sheet is already claimed	Waitlist and Overflow Log	Page 8
A front-office coordinator needs every teacher's sign-up on one page	Multi-Day / Multi-Teacher Master Overview	Page 9
Someone else is covering the door, the table, or the phone that day	Front-Desk Day-Of Coordinator Note	Page 10
Families are signing up by phone, one at a time, with no posted sheet	Call-In Sign-Up Day	Page 11
You need to report how many slots are filled	Slot Roll-Up: Filled vs Open	Page 12
You want to tell families how sign-up works before it opens	Family Communication: How Sign-Up Works	Page 13
You are not sure what to write in a notice	Phrase Bank: Notices, Waitlist & Closing Messages	Page 14

What this file is not

Not a scheduling app and not a rule about how far in advance a sheet must be posted or how a waitlist must be ordered — your district's own policy goes on the blank line on page 5. If families already know their time and only need a reminder and a reply slip, see Conference Reminder Editable instead; this file is for when the family picks the time, not the teacher.

Before sign-up opens

- ☐ The sign-up window, default slot length and code key set up (page 5).
- ☐ The take-a-slot grid (page 6) printed for the door, or the send-home version (page 7) ready to go out.
- ☐ A blank waitlist (page 8) started, in case the first sheet fills fast.

Once sign-up is running

- ☐ Returned send-home strips transcribed onto the grid the day they come back.
- ☐ The front-desk note (page 10) handed to whoever is covering the door or the table.
- ☐ The roll-up (page 12) checked before the evening, and the master overview (page 9) updated if someone else is coordinating.

POSTED Take-a-Slot Sign-Up Grid

Print this at Actual size and post it outside your door. A family reads down the time column, finds an open row, and writes their own name — no reminder slip, no RSVP, no waiting on you.

POSTED WHERE

[illegible]

Posting this sheet

Type the time column once, to match the slot length on page 5, then print and post. A family writes their own name in any open row; nobody needs to ask you for a time.

If every slot fills

Start the waitlist (page 8) the moment a sheet is full. A canceled slot (marked X here) goes to the top of the waitlist first, not to whoever asks next.

Send-Home Sign-Up with Tear-Off Return

For a family who is not walking past the door: send this home, have them circle a time and fill the strip, and tear it off to return. Transcribe it onto page 6 the day it comes back.

For a family who will not walk past the posted sheet. Fill the header, list the open times, and send it home; the family circles one, fills the strip, and tears it off to return.

TEACHER / ROOM

SIGN-UP DATE(S)

RETURN BY

TIME	CIRCLE ONE IF YOU WANT IT

Family fills this part

STUDENT

PARENT / GUARDIAN NAME

BEST PHONE NUMBER OR EMAIL

1ST CHOICE TIME (FROM THE LIST ABOVE)

2ND CHOICE TIME, IN CASE THE FIRST IS TAKEN

IF OUR FAMILY WOULD LIKE A LANGUAGE OTHER THAN ENGLISH

Tear here and return — office or classroom copy

STUDENT

CHOSEN TIME

PHONE OR EMAIL

RECEIVED (DATE)

Transcribing a return strip

Copy the name onto the matching time row on the posted grid (page 6) the day it comes back. If that time already shows a name, add the family to the waitlist (page 8) instead of writing over anyone.

LOG

Waitlist and Overflow Log

Every family who signed up after a sheet was already full: when a held or canceled slot opens, the top of this list gets the offer first.

TEACHER / ROOM

SIGN-UP DATE(S)

SHEETS THIS APPLIES TO (PAGE 6 AND/OR 7)

DATE ADDED	FAMILY / STUDENT	DAY(S) THEY CAN DO	PHONE OR EMAIL	SLOT OFFERED	CONFIRMED? (Y/N, DATE)

How the waitlist clears

When a held or canceled slot opens, offer it to the family at the top of the list first, in the order they were added, unless your school has its own rule for order (page 5).

Families still waiting, and what to try next

Front-Desk Day-Of Coordinator Note

Hand this to whoever covers the door, the sign-up table, or the phone that day, so they can help a family without pulling you away from a conference.

DATE

BUILDING / ROOM

WHO IS COVERING

CONTACT IF A QUESTION
COMES UP

What to do when a family arrives without an appointment

- ☐ Check the posted grid (page 6) for their name and point them to the room.
- ☐ If they are not on the grid, check the waitlist (page 8).
- ☐ If every slot shows a name, add them to the waitlist and give them an estimated callback.
- ☐ If a family wants to cancel, mark X in the code column on page 6 and notify the next name on the waitlist.

TODAY'S ARRIVALS

TIME SLOT	FAMILY / STUDENT	ARRIVED? (Y/N)	NOTE

Questions that came up, and what you told the family

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Anything the team should know before the next sign-up opens

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EXAMPLE

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Rosa K. signed up after both evenings already showed names at every time she could do. Tuesday's remaining open rows did not match her days; when Thursday's 5:30 slot opened (a cancellation), it was offered to her first because she was the only name on the waitlist, and she confirmed. That is the eighteenth family, the one that brings the total above to 18 of 18.

Why this is enough

Every number on this page came from a sheet filled in by a family, not from a typed field Ms. Patel had to guess at. The roll-up is addition; the master overview (page 9) would show her one row, 24 slots and 75 percent, and the front-desk note (page 10) is what let a covering co-teacher handle Rosa K.'s walk-up question without a call to Ms. Patel mid-conference.