



To request a time for your session:

Please make sure the monthly fee has been paid, or charter school certificate has been requested in full. The request will not be approved and no service will be provided without full payment.

1. After logging in, you should see a calendar view. On the right, for Teacher Availability, select "Keng, Kerri" to view availabilities.
2. Pick the starting date for the month, choose a time directly on the Calendar, or Calendar tab -> Request Session. Fill out the form with all the details.
3. Use the "Check Conflicts" button to make sure that there are no scheduling conflicts. If there's a conflict, a window will show up with more information.
4. "Submit" the schedule request.
5. Check your email for request confirmation. It's also available under Calendar -> Pending Requests.
6. The request will be processed and a final notice will be emailed.
7. Upon approval, recurring lessons for the month should appear in your calendar. You do not need to request time for every week.

To reschedule (once a month):

As per our makeup policy, the makeup request needs to be submitted 24hrs prior to the missed lesson. You may request a time for your makeup that's within two weeks after the class the student will miss.

1. Follow the same steps above to request a new time for the lesson.
2. Leave a comment with time and date details for which session to cancel.
3. The request will be processed and a final notice will be emailed.