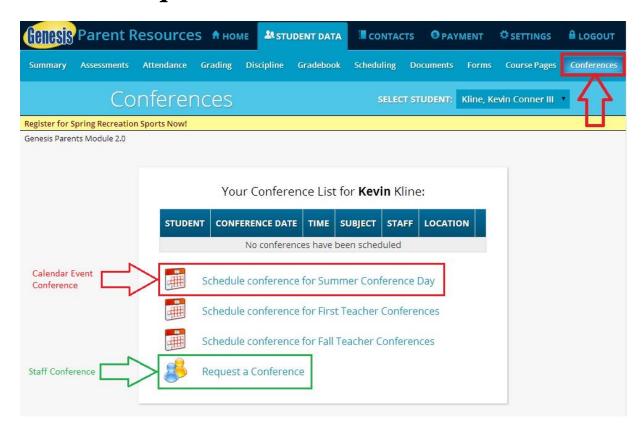
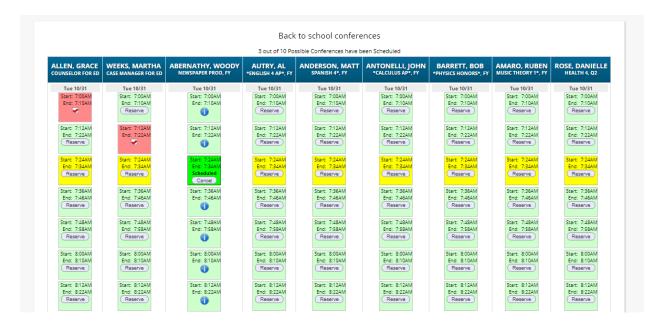
How to Request a Conference in Parent Portal



The tabs to use in the Parent Portal: **Student Data->Conferences**

• Each Calendar Event Conference has its own tab that parents can click on "Schedule a conference for Parent / Teacher Conferences" to start reserving their conference.

Reserving Calendar Event Conferences



Calendar Event Conferences:

- After you click on "**Schedule a Conference for...**" you will see a screen with each of your teachers.
- You will need to click on "**Reserve**" for all relevant teachers to finish reserving a "Calendar Event" conference.
- With **Calendar Event Conferences**, Parents can reserve 1 available conference per teacher per Calendar Event
 - i.e.: In this multi-day Calendar Event the parent has reserved the first day with the English Teacher, you cannot choose another conference with that same teacher as all three days of conferences represent the same event
- Each Color Represents a different Conference Status
 - o Green = Available Conference
 - Red = Conference is reserved for another student
 - o Dark Green = Conference the parent has reserved (and can cancel at any time)
 - Yellow = Conference that conflicts with an already reserved conference time (Parents can still reserve these, though they are warned against doing so)

When do Parents Receive Notifications about Conferences?

- The Notification alert gets sent immediately after the conference is reserved.
- Notifications for conferences go out only if parents reserve their own conference time.
- Conference reminders will be automatically sent out to parents 48 hours prior to the conference.

Example reminder email:

This is a reminder that you have 1 scheduled conference(s) for Daily, Joe in Genesis High School.

Conference Details

Conference with Anderson, John

Date: 11/10/2017

Time: 7:54AM to 7:59AM

Location: D262