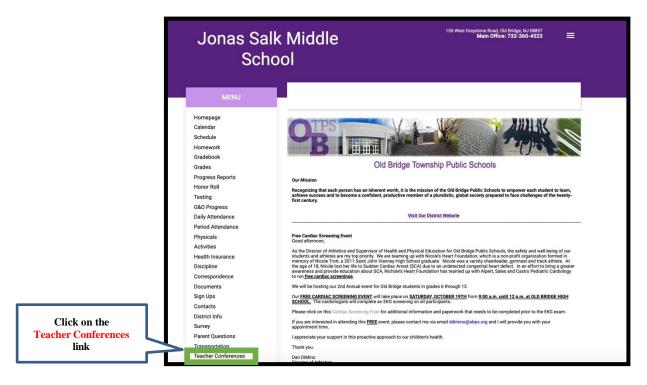
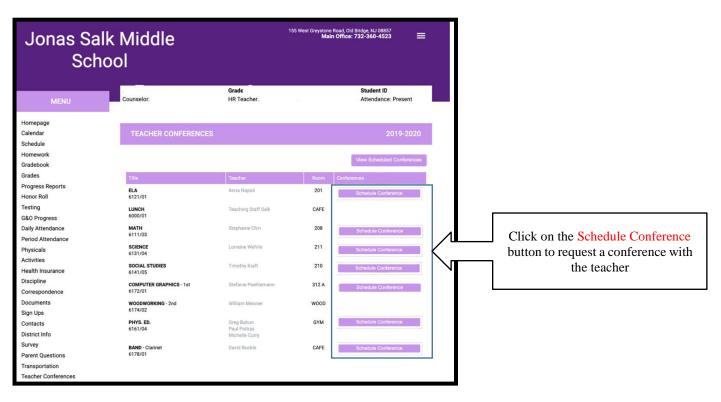
Parent-Teacher Conference Scheduling Instructions for Parents

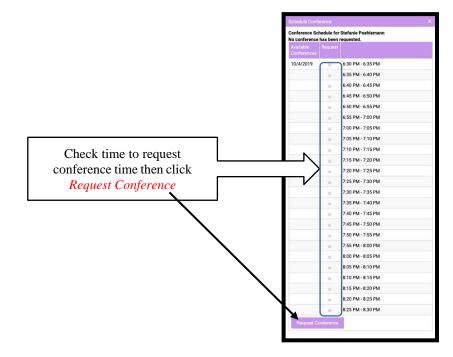
1. After logging onto the Parent Portal, click on the Teacher Conferences link on the left.



2.



- 3. Choose the correct conference day, and a convenient time slot.
 - a. Only one appointment time per teacher can be requested.
 - b. The appointment request will automatically be sent to the teacher.
 - c. Repeat this process for each teacher conference requested.
 - d. Please note: You cannot book back-to-back appointments (i.e. 6:30-6:35 and 6:35-6:40). There must be at least a 5-minute interval between appointments.



4.

