# 2022 Spring Parent-Teacher Conferences <br> Hall-Dale Middle School \& High School 

Parent-teacher conferences are scheduled for Thursday, April 7 from 3PM to 7PM.
Conferences will be scheduled online at
https://www.ptcfast.com/schools/Hall Dale Middle School and High School using
PTCFast.com:

- Please note that you must have a personal email account in order to schedule a conference for your student. Please DO NOT use your student's email account.
- Conferences will be scheduled on a first-come, first-served basis. You must register your student for each teacher with whom you wish to meet.
- If you are unable to use the online conference scheduler, please call the main office at Hall-Dale Middle School or Hall-Dale High School.

Click here to view the privacy policy for www.ptcfast.com

Please follow the steps below to schedule a conference for your student:

1. Go to https://www.ptcfast.com/schools/Hall_Dale_Middle_School_and_High_School.
2. Follow the instructions in the screenshots below:



## Student Sign up

## Student's first name

Jimmy

## Enter names here (both yours and your student's)

Student's last name

- enter whatever best identifies the student to the teacher.

Your name

| Jane \& John Doe |
| :--- |
| and Mary Smith |
| Your email address |
| janejohndoe933@gmail.com will be attending the conference, e.g., John Smith, or John |
| confirm email address The where should we send your confirmation information? <br> janejohndoe933@gmail.com The parent enters his/her own | | email address here. |
| :--- |

Phone





Appointment Confirmation for Your Meeting Inbox x

PTCFast.com [do-not-reply@ptcfast.com](mailto:do-not-reply@ptcfast.com)
to me -
Dear Terry,

This is to confirm that you are signed up for the appointment(s) listed below.

School: Hall-Dale Middle School \& High School -
Conference: Z
Student Name: Ima Student
Date/Time: Thu, Nov 12 at 3:00 PM (15 minutes)
Location: meet.google.com/zyt-nfkm-iiu

> You will receive an email with all of your conference dates, times, and Google Meet links for each teacher

PTCFast sign-in: 2MU022782322

If you need to change the date or time of any appointment, click on the entry code listed alongside the booking above.

If for any reason you have a problem with the links provided, you may also $\log$ in at https://www.ptcfast.com/parentaccess.php and enter 1

# Parent-Teacher Conferences Google Meet Info 

| Do | Do Not |
| :--- | :--- |
| DO review and follow the <br> included PTC instructions | DO NOT use your student's email <br> account |
| DO use your own email address <br> for signup | DO NOT use your student's <br> Google account for Google Meet; <br> Google Meet does not require <br> signup |
| DO acknowledge that each <br> conference is approximately 10 <br> minutes long; there will be other <br> parents waiting; teachers may <br> give a 1-minute countdown <br> reminder to wrap up the <br> conversation |  |

## Other Helpful Google Meet Info

There are 2 easy ways to access Google Meet:

1) You can simply download the app to any device
2) You can simply type meet.google.com into a browser

Once you choose your method, you can use the Google Meet links for each teacher from your PTC email with your conference list (as seen in PTC instructions).

