Dear Parents-

Believe it or not, Parent/Teacher Conferences are right around the corner. Conferences will be \*ENTER DATES AND TIMES\*. We will be using online Parent sign up through www.myconferencetime.com/\*SCHOOLNAME\*

Why use an online system?

* Gives Parents flexibility and control of the conference time
* Automatically emails you the conference time and date you chose
* Allows staff to send email reminders leading up to the conference
* One location for parents, teachers and staff to see open slots still available

As a parent what do I do? (If you have only 1 child to sign up for Conference, use these instructions)

* Go to the internet and type in www.myconferencetime.com/\*SCHOOLNAME\*
* You should see 2 columns with the teachers names
* If you have only 1 child, click on the name of your child’s teacher
* After you click on the teacher’s name, the schedules appear. In an open slot, click the red “Sign Up”
* Fill in your child’s first and last name, your first and last name, and a valid email address
* At the bottom click “Sign Up for Your Conference”
* You are done! If all information is correct, you should get a reminder email confirmation.

As a parent what do I do? (If you have more than 1 child to sign up for Conferences, use these instructions)

* Go to the internet and type in www.myconferencetime.com/\*SCHOOLNAME\*
* You should see 2 columns with the teachers names
* If you are registering more than 1 child, at the top of the screen is a yellow box that says “Register for Multiple Conferences” Click here
* In the drop down, choose how many children you need conference times for. Click continue
* Fill in your child’s first and last name, your first and last name, and a valid email address-
* Click Continue
* Fill in the information needed for other students needing a conference
* Select all teachers your children have, click “Find Schedules with Common Dates” at the bottom
* Choose which day you wish to have a conference. The teacher’s schedules appear side by side. The teachers name is at the top of the column. Please make sure you put the correct child with the correct teacher. The names of your children appear next to a check box for each available time slot. Choose the time for each student by clicking the box next to their name in the time you wish to reserve
* If you do not find times you want for the day you chose, Click back on your browser, and choose a different day.
* You are done! If all information is correct, you should get a reminder email confirmation.