

Parent-Teacher Conference Information:

Parent-Teacher Conferences are scheduled for Wednesday, February 1, 2012 from 4:00 to 8:00 and on Thursday, February 2, from 2:00 to 8:00. Please note that students will have a full day of school on Wednesday, February 1st, but students do not have school on February 2nd.

- On Wednesday, February 1st, the high school and middle school will try a new online sign up procedure for scheduling conferences. Parents, who wish to schedule a conference with teachers on February 1st should visit the USD 343 home page. Click on the Schools link to the right hand side, scroll down to Parent Teacher Conferences and click here. (Full directions below.)
- 5th GRADE PARENTS: 5th grade parent-teacher conferences will need to be scheduled via this online format on both days of Parent Teacher Conference.
- For grades 6 – 12, Parent-Teacher Conferences will have an open format on Thursday, February 2nd. This means that conferences for grades 6-12 will be first come, first serve.
- Lastly – if you don't see a specific teacher listed under PLMS, please visit the PLHS list. Teachers can only be listed under one building or the other.

***Please note that only parents who sign up via the online sign up procedure will be able to meet with teachers on February 1st.**

Where to Start

- Click on the "**Parent Teacher Conference**" tab on the navigation. This will take you to the registration/sign in screen.
- Sign In: If you previously signed up for SOCS calendar reminders, you are already a registered user for Parent Teacher Conference (PTC) and will use your email and the same password used for calendar reminders.
- Sign Up NOW! If you have not yet registered, you will complete the registration screen which asks for name, email and password. Once you've completed the registration screen you will have password protected login access and will receive an email confirming your registration and login credentials. You will also have access to create calendar reminders.

YOU ARE NOW AT THE PTC SCREEN

Signing Up for Parent-Teacher Conferences

Step 1: Choose the conference you wish to attend. You should see four different links appear on the screen. Click on the appropriate building and date, and then begin scheduling. If the slot is already reserved, you will see a gray area and will not be able to schedule this time slot. Once you've chosen the conference you will be taken to a list of teachers associated with the conference.

Step 2: Select the teacher(s) from the list or start typing the last name in the "Search Teacher" field.

Note: You can reserve time with up to eight teachers. You can register for additional teachers once you complete the current process.

Step 3: Enter the student's name.

Step 4: Click continue.

Step 5: Check the box next to the conference times(s) you wish to reserve.

Step 6: Click Update.

The timeframe/s you chose will be colored green.

At this point you may sign up for conferences for additional teachers or additional students by clicking on the "Teacher Selection" button.

- Choose additional teachers OR
- Repeat the process you just completed for additional students choosing new teachers and entering the additional student's name
- Click Update.
- The timeframe you chose is colored green (registration for the additional teachers or students is added to your Confirmation Registration Report).

At the bottom of the screen you will see the confirmation of your conference registration.

You will have the option to "click here to print" to get a copy of your Conference Registration Report.

***Below, you will see two instructional video links on completing this online process.**

- How to sign up: http://www.youtube.com/watch?v=kqVujAn92_M
- How to change scheduled conference: <http://www.youtube.com/watch?v=GFCVI5mFOJ4>

If you have any questions about the process or have difficulty registering, please contact Vicki at the PLHS office or Cindy at the PLMS office.

PLHS: (vlindberg@usd343.org) or call 597-5124.

PLMS: (clangton@usd343.org) or call 597-5159.