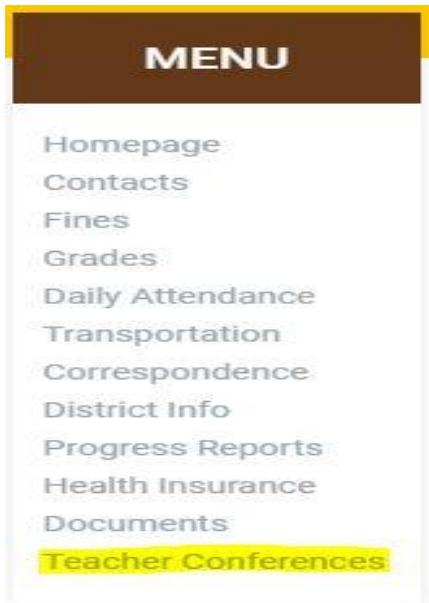


Here are some helpful hints for scheduling your Parent/Teacher Conference:

- Log into your child's portal
- On the left side of screen, under the Menu, click on Teacher Conferences



- You will come to this screen:

A screenshot of the 'TEACHER CONFERENCES' screen for the 2017-2018 school year. The page has a dark brown header with 'TEACHER CONFERENCES' on the left and '2017-2018' on the right. Below the header is a table with four columns: 'Title', 'Teacher', 'Room', and 'Conferences'. The table lists several classroom teachers and their respective rooms. Each row has a 'Schedule Conference' button in the 'Conferences' column. There is also a 'View Scheduled Conferences' button in the top right corner of the page.

Title	Teacher	Room	Conferences
Art Grade 1 - Tregl 8001/202	Laurie Fauver	A09	Schedule Conference
Health Grade 1 - Tregl 8011/202	Janine Lenguadoro	202	Schedule Conference
Library Grade 1 - Tregl 9001/202	Michelle Reasso	LIB	
Music Grade 1 - Tregl 8031/202	Raymond Odom	DC	Schedule Conference
Phys. Ed. Grade 1 - Tregl 8021/202	Jaime Murphy	Gym	Schedule Conference
Reading - Tregl 2100/202	Patricia Tregl	202	Schedule Conference

- There are four (4) columns. Under the Teacher column, find you child's classroom teacher. To the right of that column click on "Schedule Conference" (you only need to choose one). This will bring you to another screen where you can schedule your appointment
- If you would like to also make an appointment with one of the Special Area Teachers, then click on "Schedule Conference" next to their name.