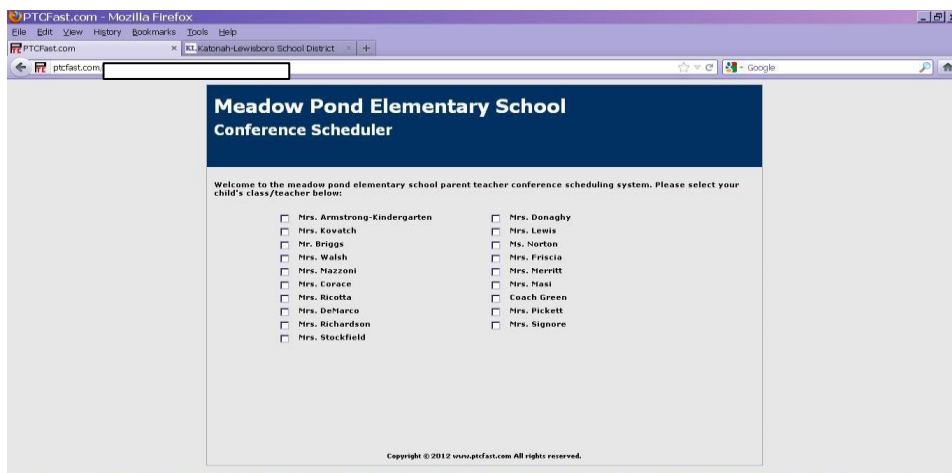




Dear Parents:

Below, please find directions for how to sign up for Parent-Teacher Conferences online.

- 1) Go to the school district website <http://www.klschools.org>
- 2) Click your child's school from the 'Schools' drop-down menu
- 3) Click on either:
 - (a) The 'Parents' drop-down, and then 'Parent-Teacher Conferences', where you will find these directions, and a link to the conference sign-up site - OR -
 - (b) Quick Links, for a quick link to the site.
- 4) When you select your school's conference sign-up site, the page that opens will have a list of teacher names (Meadow Pond is used as an example in the screenshot below – your page will open to *your* school's Conference Scheduler)



- 5) Click on the correct teacher name. Note: If you need to schedule conferences with multiple teachers, click the checkbox next to all the teachers and click 'continue'. On the next page you will be asked if the conferences are for the same child or different children.
- 6) Fill out the fields in the page that opens. You must enter your email address. Note: if you have a Hotmail.com email address, Hotmail users have reported the return email gets blocked as spam. Therefore, it would be better for you to enter a non-Hotmail email address. If, however, you only have a Hotmail email address, then add the following email address <do-not-reply@ptcfast.com>, to your Hotmail address book to lessen the chance of the return email being blocked.

Sign up for Mrs. [redacted]

Child's last name
 -- enter whatever best identifies the child to the teacher.

Child's first name

Your name
 -- who will be attending the conference, e.g., John Smith, or
 John and Mary Smith

Your email address
 -- where should we send your confirmation information?

Confirm email address

-- Press here to begin signup process

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- 7) After you click 'Submit', check your email. You will receive an email from Do-Not-Reply <do-not-reply@ptcfast.com>, with Subject line: 'Select Date/Time for Teacher Conference Now'. Please check your Spam folder if you do not receive this email in your Inbox within 5 minutes.
- 8) In this email, click on the link that reads 'Click here to select conference time.'
- 9) You will be taken to a page that has a list of available appointment times.
- 10) Please select the time you would like to meet with your child's teacher.
- 11) If you are meeting in person with the teacher, you do not need to click in the special request box.
- 12) You can proceed directly to the **"Confirm Selections and Exit"** button at the bottom right of the screen.

NEW THIS YEAR TO REQUEST A PARENT TEACHER CONFERENCE VIA ZOOM

- a) If you would prefer that your parent-teacher conference, be held via Zoom, scroll to the bottom of the schedule grid and select the new **SPECIAL REQUEST** box. Please type **"ZOOM"** within the box and click **SAVE**. This will let the teacher know that the conference is being held virtually rather than in person. The teacher will send an email message containing the Zoom link prior to the meeting.
- b) The last step in this process is to click on the button labeled **"Confirm selections and Exit"** at the bottom right side of the screen.

☐ 7:45 PM Available

Mon, Nov 8 (15 min appts)

☐ 1:00 PM Available

☐ 1:15 PM Available

☐ 1:30 PM Available

☐ 1:45 PM Av

☐ 2:00 PM Av

☐ 2:15 PM Av

☐ 2:30 PM Av

☐ 2:45 PM Av

☐ 3:00 PM Av

☐ 3:15 PM Av

☐ 3:30 PM Av

Tue, Nov 9 (15 min appts)

☐ 6:00 PM Av

☐ 6:15 PM Available

☐ 6:30 PM Available

☐ 6:45 PM Available

☐ 7:00 PM Available

☐ 7:15 PM Available

☐ 7:30 PM Available

☐ 7:45 PM Available

Please click here, and type "Zoom" in the Special Request box, to indicate you would like to meet with your child's teacher via Zoom.

Special Request

Please click here, and type "Zoom" in the Special Request box, to indicate you would like to meet with your child's teacher via Zoom.

Save

Delete

Cancel Changes