

Online Parent/Teacher Conference Help Document for Parents



How it works:

Once parent teacher conferences are launched, there will be a link placed on our website under the Parent Involvement tab, and parents will be notified via virtual backpacks that scheduling for parent teacher conferences is underway. Parents will click the link and be taken to the registration page where they will enter the names of their child or children, and provide an email address that will be verified by the PTCFast system. Parents will be sent a verification email containing a verification code and a link. Parents then open the verification email, click on the provided link, enter the supplied verification code, and are able to schedule parent/teacher conferences. **Parents will not be able to schedule if they do not verify their address and enter the verification code.**

If you have multiple children in multiple classrooms, be sure to schedule different times for each child.

To schedule an in-person conference, simply choose your time, click “Confirm Selections and Exit”. You will be sent a confirmation email.

To schedule a virtual conference:

The screenshot shows a web interface for scheduling a conference. On the left, a list of times is shown for "Bloomsbury Elementary School test Test For: Test Testa". The times range from 2:45 PM to 5:45 PM. The 4:00 PM slot is selected with a blue checkmark. A blue box with a white background and a blue border is overlaid on the bottom of the list, containing the text: "Request a virtual meeting by clicking here. Type 'virtual' in the window that opens." An arrow points from this box to the 4:00 PM slot. In the background, a "Special Request" dialog box is open, showing a text input field with the word "virtual" typed in. Below the input field are three buttons: "Save", "Delete", and "Cancel Changes". At the bottom of the main interface, there are two buttons: "Register for Additional Classes" and "Confirm Selections and Exit". A blue arrow points from the "Confirm Selections and Exit" button to the right.

Once you have entered the conference time schedule and selected your time, click the “Request a virtual meeting...” box below the schedule times. Type “virtual” in the box and click the “Save” button.

Once you are done, click “Confirm Selections and Exit. You will be sent a confirmation email.