Scheduling A Conference In Parent Portal
(Conferences are Nov 16, 17, 18, 2021)
You can schedule your conference on the portal between Nov. 2-9

1. Log into your Portal account and click on the “Conferences” tab at the top.

2. Click on the “Schedule conference for Fall Parent-Teacher Conference”
Or “Request A Conference” link (one or both of these choices will be available to you,
depending on your child’s grade and teacher - they both do the same thing).

3. Change the date **TO THE WEEK OF NOV. 15** by clicking on the calendar icon.

4. Click on the block of available times.

5. Click the reserve button for the time(s) you would like.

6. **NEW THIS YEAR:** You will be given the option to select VIRTUAL or IN PERSON.
6. Once complete, you will see your reserved conference on the main page of the conference tab. You may cancel or change your conference by clicking on the update link next to the reserved conference.

7. Repeat these steps for each child for whom you need to schedule a conference by selecting that student in the main menu bar on the top right of your Portal screen.

If you selected VIRTUAL for your conference, you will receive a separate invitation from your child's teacher with a link to join the virtual conference. This email will indicate how to join the conference.