CONFERENCE DATES

<table>
<thead>
<tr>
<th>Tuesday, March 24th</th>
<th>Wednesday, March 25th</th>
<th>Thursday, March 26th</th>
<th>Friday, March 27th</th>
</tr>
</thead>
<tbody>
<tr>
<td>5:30 PM – 8:30 PM</td>
<td>1:00 PM - 2:10 PM</td>
<td>5:30 PM – 8:30 PM</td>
<td>1:00 PM - 2:10 PM</td>
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- Parents and Guardians may schedule up to 5 conferences with their child’s teachers.
  - Parent-Teacher Conferences are 10 minutes in length.
- Parents and Guardians may schedule 1 conference with their child’s counselor and (if applicable) 1 conference with their child’s case manager.
  - Parent-Counselor Conferences are 20 minutes in length.
  - Parent-Case Manager Conferences (if applicable) are 20 minutes in length.
- Please note – as teachers require time to prepare, no conference appointments will be made after 12:00 PM on Friday, March 20, 2020.
- IMPORTANT - When scheduling conferences, please try to avoid booking your conferences in time slots that are back-to-back to allow for passing time from classroom to classroom.

TO SCHEDULE CONFERENCES USE ONE OF THE METHODS SHOWN BELOW:

1. SCHEDULE ONLINE THROUGH PARENT ACCESS
   Parents and guardians can schedule conferences using the Parent Access portal. Scheduling will be available beginning on Tuesday, March 17th at 3:00 P.M. Please visit parents.ebnet.org and follow the instructions beginning on page 2 of this document. Online conference scheduling will remain open from Tuesday March 17 at 3:00 PM through Friday March 20 at 12:00 PM.

2. CALL THE HIGH SCHOOL
   Phone registration will be available for parents/guardians who are not able to access Parent Access on Tuesday, March 17 from 3:00-7:00 PM. Please use the call number shown below during the indicated times. Additionally, you can call the high school conference registration phone number if you would like to schedule a conference with the Speech Therapist, a school nurse, or Media Specialist as these staff members cannot be scheduled online through Parent Access.

<table>
<thead>
<tr>
<th>EBHS Conference Registration Phone Number:</th>
<th>Hours:</th>
<th>(Tuesday) March 17th</th>
</tr>
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<tbody>
<tr>
<td>732-353-0940</td>
<td>3:00– 7:00 PM</td>
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A map with teachers’ room assignments will be available at the Main Entrance Reception Desk on the days of conferences. Finally, a list of teacher room assignments will be included with the BlackBoard Connect email message that will occur on Monday, March 16th.
Instructions for Registering for Parent-Teacher or Parent-Counselor Conferences via the Parent Access Portal.

- Red Arrows in each screen image indicate locations that you should click to register for conferences. Parent-Teacher conferences are 10 minutes in length. Parent-Counselor conferences are 20 minutes in length. IMPORTANT - When scheduling conferences, please try to avoid booking your conferences in time slots that are back-to-back to allow for passing time from classroom to classroom.

1. Go to parents.ebnet.org, log-in, and click on the “Conferences” tab at the top of your screen as shown below. You will see a screen that shows a summary of any conferences that you have registered for including conferences from October 2019.

2. To schedule a conference with a teacher, click the “Schedule conference for Parent-Teacher Conference March 2020”
3. After clicking “Schedule conference for Parent-Teacher Conference March 2020” you will be directed to the screen shown below. *Please note, you may need to use the scroll bar at the bottom of your screen in order to see all of the teachers in your child’s schedule.*

4. Click on a “**Reserve**” button under a teacher’s name to reserve a conference slot.
5. After clicking the “Reserve” button, a small dialog box will pop-up asking you to confirm that you want to book a conference at the indicated time. After clicking “Ok” on the dialog box, your screen will look like the image shown below. The slot that you have just booked will now appear with a “Cancel” button. If you want to cancel the conference you just booked, click the “Cancel” button. Please note, all other conference slots for your child’s teachers will appear in yellow to indicate that you have a conference with another teacher booked at this time. **You have the option to register for a maximum of 5 conferences with your child’s teachers.**

![Schedule of upcoming conferences](image)

6. Clicking on the “Conferences” button at the top of your screen will bring you back to a Conference Summary page that has a schedule of all upcoming conferences.
7. To schedule a conference with a Counselor, click the "Schedule conference for Parent-Counselor Conference March 2020"

8. After clicking "Schedule conference for Parent-Counselor Conference March 2020" you will be directed to the screen shown below. Click on the "Reserve" button to reserve a conference slot with the student’s counselor. Any slots that appear in yellow are showing you that you have another conference booked at that time. You have the ability to register for one counselor conference and (if applicable) one case manager conference.