Scheduling Conferences

Under the Student Data Tab, click on Conferences tab. Be sure to pick which of your children you want to schedule under Select Student dropdown. Clicking on the links brings up a screen where you select a time slot for your student’s teacher and lock in your conference appointments. See Below
Once you have reserved a slot, all the remaining slots for that person will become unavailable.

To cancel an appointment, click on the cancel button.

You may only schedule one slot for each teacher during a “Teacher Conference” event.

You may schedule another child with another teacher but the system will remind you of existing appointments.
Once a slot has been scheduled you will see that block in **Yellow**, indicating the time slot is not available.

Use the scroll bar on the bottom to scroll right or left to see all of the available appointments.