

Head ES Parent-Teacher Conference Online Sign-Up

Dear Parents and Guardians,

Parent-Teacher Conferences will be held on Wed, Oct 22 and Thurs, Oct 23.

Parents may select the type of conference: in person, video, or phone

Head Elementary will be utilizing an online scheduling system for this session of conferences. The online sign-up window will open on Fri, Oct 3rd at 3:00 PM and will close on Fri, Oct 17th.

After this time, you will need to contact your teacher to discuss a conference time.

If you do NOT have internet access or an active email address, please contact your child's teacher for a conference time.

At 3:00 PM on Friday, October 3rd, the parent-teacher conference sign-up link will be listed on the main page of the Head Elementary website. <https://heades.gcpsk12.org/>

Once the link is made available, you will follow the steps listed below:

1. From our school website, click on the **CONFERENCE SIGN-UP** link and select your child's teacher. You may select multiple teachers if needed. Click **Submit**.
2. A form will appear. Fill out the form and click **Submit**. You will be required to provide a valid email address.
3. Be sure to choose the type of conference you would like to have with your child's teacher. The options are:



Please select which kind of meeting you would like.
If selecting Video Conference, please note that meetings will take place on Microsoft Teams. Directions for Parents: <https://heades.gcpsk12.org/programs-services/technology/microsoft-teams-for-parents>

- ☐ In Person
- ☐ Video Conference
- ☐ Phone Conference

4. Once you click submit, you will receive an email (check spam/junk folder if you do not) with a link that will allow you to register for your conference time. Subject line for the email will be **"Select Date/Time for Teacher Conference Now"**.



PTCFast.com

[Select Date/Time for Teacher Conference Now](#)

Note: In the past, a few individuals who use a Hotmail email account shared that they did not receive the email discussed above in step #3. If you have an email account with a provider other than Hotmail, we encourage you to use it.

5. Click the **"Click here to select conference time"** link provided in the email. Choose your conference time.
6. Click **Confirm Selections and Exit**. You will receive an email confirming your conference selection.

If selecting Video Conference as the type of conference, please note that meetings will take place on Microsoft Teams. Directions for parents can be found here:

<https://heades.gcpsk12.org/programs-services/technology/microsoft-teams-for-parents>