



Parent-Teacher-Student Conferences will be held on Wednesday, October 8th from 1:30 to 7:00 p.m., and Thursday, October 9th from 8:00 to 11:00 a.m.

Please note: Students are required to attend on the day of their conference with their parents. This is counted as a day of attendance, and students will be marked absent if they do not attend in person. There will be no school on Thursday, October 9th, Friday, October 10th, or Monday, October 13th.

NEW this year, we are using the **FACTS Family Portal** to schedule Parent-Teacher-Student Conferences. The process is quick and easy — just follow the steps below to reserve your spot. This will be a **FIRST COME, FIRST SERVE** process. Conference scheduling will open at **noon on Monday, September 29, 2025**.

1. Log In to Family Portal

- Log directly into your FACTS Family Portal (District Code SG-KY)
- Enter your **current FACTS username and password**.
- If you don't remember your login, use the **Forgot Username/Password** link to reset.
- You will also receive a link from autoemail@factsmgt.com

2. Find the Conference Calendar

- Once logged in, look at the menu on the left side of the screen.
- Click **School**.
- Select **Calendars**.
- In the drop-down menu, choose **My Classrooms**.

The screenshot shows the FACTS Family Portal interface. On the left, a navigation menu has 'My Classrooms' highlighted with a red circle. Below the menu, there are navigation buttons: '< Previous', 'Next >', 'September', and '2025'. On the right side, under 'Step #3', there is a 'Student' dropdown menu with '-All Students-' selected, also circled in red.

3. Select Your Student

- If you have more than one child, you will see their names in a drop-down menu.
- Choose the student you would like to schedule first.

4. Choose a Date & Time

- On the calendar, scroll down and find the **conference event** on October 8th or 9th.
- Select your preferred **date and time**.
- Click **Register**.

5. Schedule for Additional Students

- After completing registration for your first student, return to the **student drop-down menu**.
- Select your next child and repeat the process to choose a teacher and time.

6. Review & Confirmation

- Your registered times will show on the calendar.
 - You will also receive a confirmation email.
 - If you need to make changes, simply return to the calendar and select a new time.
-

Reminders:

- Sign up early to ensure that you can choose a time that works for your family.
- If you have multiple students, ensure that you schedule a conference for each one.

Conference Guidelines:

- Before the Conference
 - Schedule your conference on FACTS with your child's homeroom teacher.
 - Families communicate to the teacher any specific questions or concerns to be addressed during the conference.
- During the Conference
 - Student shares reflection, work samples, and goals. Parents listen quietly during this portion.
 - Stakeholders ask follow-up and clarifying questions during the student-led conference.
- After the Conference
 - Stakeholders work with the student to achieve the goals set forth during the conference.
 - Families agree to receive communications from the teacher to review the progress of the developed goals.

Student-led conferences allow an important opportunity for students to take charge of their own learning and share that learning with the adults who matter most to their education. Thank you for your partnership in this experience. We want conferences to be a positive experience for all involved. We look forward to seeing you on October 8th and 9th!

Please note that conferences are scheduled for 15 minutes each. It is important that teachers stay on schedule. Please feel free to schedule a follow-up conference if needed.

If you have any questions regarding Conference Scheduling, please reach out to us at school@stgabriel.net or by phone at 502-239-5535.

Thank you,
St. Gabriel School Administration