

Dear Families,

Fall Family Conferences are coming up soon! The dates for this years conferences are:

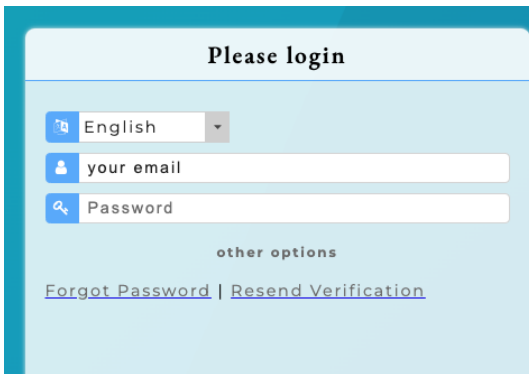
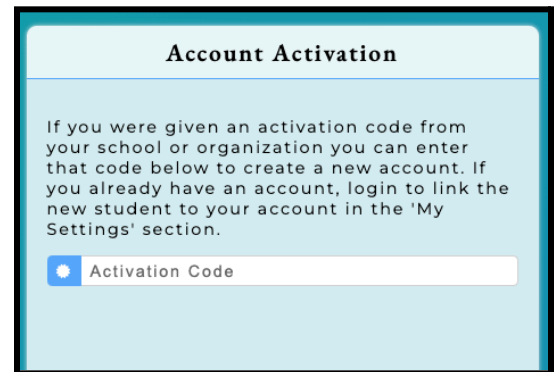
Thursday March 7th from 4-8pm

Friday March 8th from 8-11am

This year, parents can once again meet with teachers either in person or via video conferencing. All conferences will be scheduled online using a tool called [PowerPTC](#). **Registration begins Thursday February 29th at 8am and Ends Wednesday March 6th at Noon.**

If you have an account, simply login [here](#) and use your account to sign up. If you do not have an account already, the primary email address in your family will be receiving an email from noreply@powerptc.net that will provide you with a unique activation code for setting up an account in the scheduling system. Check your spam folder if you don't see an email. If you still don't see this message or need a password reset, contact your school's main office for assistance (contact numbers below).

Once you find your activation email, visit [this link](#) and follow the directions in this [Guardian Quick Start Guide](#). If you need to change the language of this site, click "English" to choose a translation before signing in.



Once your account is set up, select "schedule" for the student(s) associated with your account. Check the box for any teachers you would like to meet with, then:

1. select the date of conferences you would like to attend
2. select the earliest time you would like to schedule that day
3. select either video or in person conferences
4. Click "Build My Schedule"

Once your schedule is built, view your schedule and click:



to leave questions or comments for the teacher. If you would like to have a phone conference instead, leave your phone number in the questions box.



to request a Spanish or French interpreter. If you need an interpreter for any other language, leave a comment in the questions section.