

Signing up for Online Parent-Teacher Conferences

1. You will be getting an email from each of your child's teachers soon containing a link to their appointment page. Once on this page, either use the arrows to navigate to the week of conferences, or click on "Jump to the next available date."



5 min appointments



Google Meet video conference
info added after booking

Select an appointment time

(GMT-04:00) Eastern Time - Detroit

October 2024

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< **S 20** MON 21 TUE 22 WED 23 THU 24 >

S M T W T F S

28 29 1 2 3 4 5

6 7 8 9 10 11 12

13 14 15 16 17 18 19

20 21 22 23 24 25 26

27 28 29 30 31 1 2

3 4 5 6 7 8 9

No availability during these days
[Jump to the next available date](#)

****Note: You must use a Google account to access this link and reserve an appointment slot. If you do not have your own Google account, you can use your student's Google Account****

2. Select an available time slot to meet with this teacher. If there are no slots available, please email the teacher.



5 min appointments



Google Meet video conference
info added after booking

Select an appointment time

(GMT-04:00) Eastern Time - Detroit

November 2024

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< MON 4 TUE 5 WED 6 THU 7 FRI 8 >

S M T W T F S

27 28 29 30 31 1 2

3 4 5 6 7 8 9

10 11 12 13 14 15 16

17 18 19 20 21 22 23

24 25 26 27 28 29 30

1 2 3 4 5 6 7

3:30pm

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3:40pm

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3:40pm

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3:45pm

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3:45pm

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3:50pm

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3:50pm


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3. Before you book the appointment, make sure it is for the correct time. Fill out the required information and click “Book” to reserve your time. This will create an event in your Google Calendar.


Monday, November 4 · 3:30 – 3:35pm
(GMT-04:00) Eastern Time - Detroit

 Google Meet video conference info added after booking

 Your contact info

First name

Last name


 

Email address

Student Name

[Cancel](#) [Book](#)

4. You will receive an email with your booking information. Should you need to cancel or reschedule, use the information in that email to do so.



Booking confirmed

Email sent to
PCHS@portageps.org

Can't find the event on your calendar?
Check your email and confirm the invitation

4 PT Conferences with KFrink
NOV Monday · 3:30 – 3:35pm
(GMT-04:00) Eastern Time - Detroit

Need to change?
[Cancel your appointment](#)

[Close](#)

5. Repeat this for all teachers you'd like to conference with.
6. On the day of your conference, click on the Meet link in the email you received at your scheduled time, or click on the Meet link on your Google calendar. We encourage you to test your setup using the feature in Google Meet to make sure your camera and microphone are working before the conference begins. If something happens and you need to cancel at the last minute, please cancel using that option in the email you received.