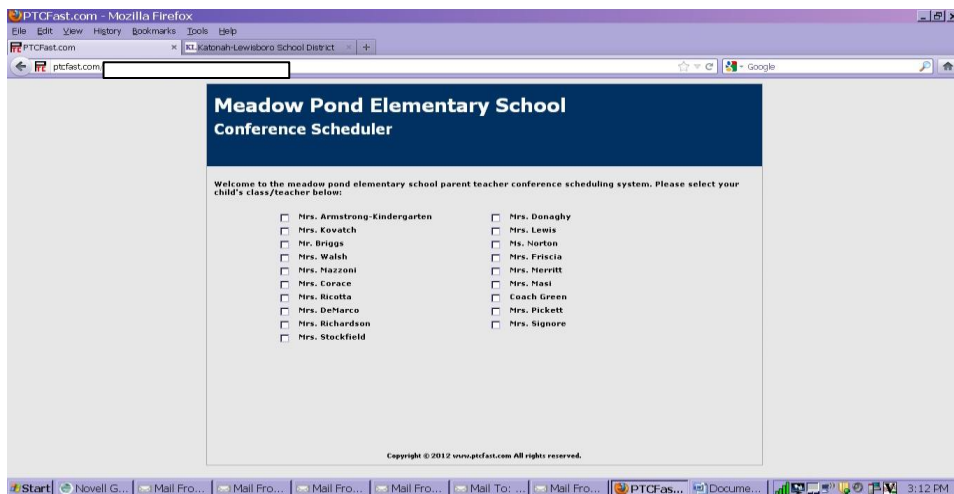




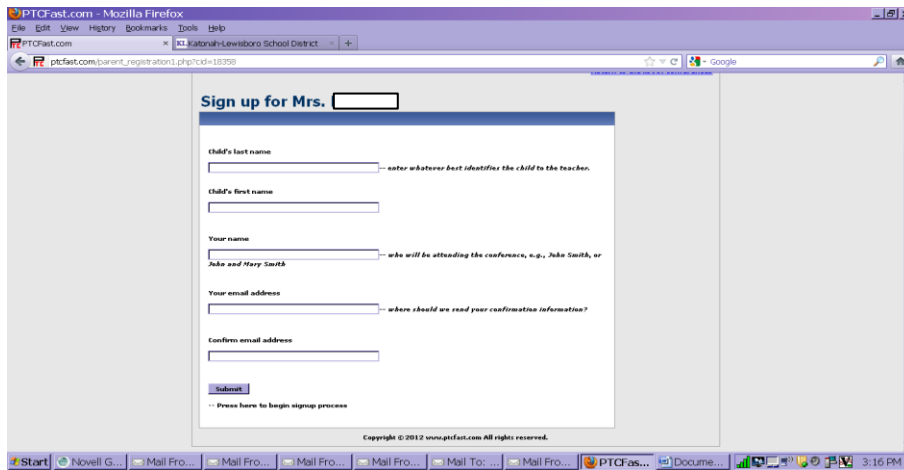
Dear Parents:

Below, please find directions for how to sign up for Parent-Teacher Conferences online.

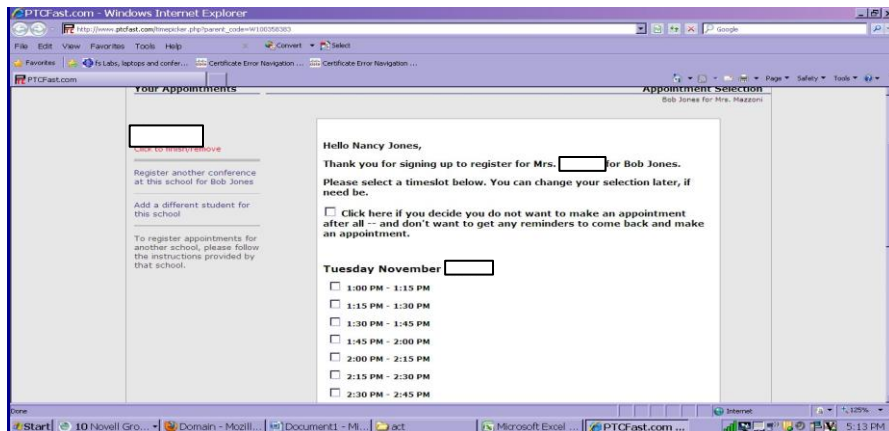
- 1) Go to the school district website <http://www.klschools.org>
- 2) Click your child's school from the 'Schools' drop-down menu
- 3) Click on either:
  - (a) The 'Parents' drop-down, and then 'Parent-Teacher Conferences', where you will find these directions, and a link to the conference sign-up site - OR -
  - (b) Quick Links, for a quick link to the site.
- 4) When you select your school's conference sign-up site, the page that opens will have a list of teacher names (Meadow Pond is used as an example in the screenshot below – your page will open to *your* school's Conference Scheduler)



- 5) Click on the correct teacher name. Note: If you need to schedule conferences with multiple teachers, click the checkbox next to all the teachers and click 'continue'. On the next page you will be asked if the conferences are for the same child or different children.
- 6) Fill out the fields in the page that opens. You must enter your email address. Note: if you have a Hotmail.com email address, Hotmail users have reported the return email gets blocked as spam. Therefore, it would be better for you to enter a non-Hotmail email address. If, however, you only have a Hotmail email address, then add the following email address <do-not-reply@ptcfast.com>, to your Hotmail address book to lessen the chance of the return email being blocked.



- 7) After you click 'Submit', check your email. You will receive an email from Do-Not-Reply <do-not-reply@ptcfast.com>, with Subject line: 'Select Date/Time for Teacher Conference Now'. Please check your Spam folder if you do not receive this email in your Inbox within 5 minutes.
- 8) In this email, click on the link that reads 'Click here to select conference time.'
- 9) You will be taken to a page that has a list of available appointment times.



- 10) Click the checkbox next to the appointment time you want, and then click 'Confirm selections' at the bottom of the page.
- 11) You will receive an Appointment Confirmation email from the system. Save that email in case you need to change your appointment time.