



PARENT-TEACHER CONFERENCE DATES
Monday, November 20 1:00 - 8:00 p.m.
Tuesday, November 21 8:00 - 3:00 p.m.

Again, this year you will schedule your parent-teacher conference(s) online using your PowerSchool parent account. **The PowerPTC portal is accessible from Monday, October 2 - Friday, November 3.** You **MUST** have a PowerSchool parent account to schedule a conference. Please contact your school office for information on creating a PowerSchool parent account.

Conferences are with homeroom teachers only for k-5 students. If you would like to meet with any additional teachers, please email them directly. Conferences for students in grades 6 –8 can be scheduled with any of your child’s teachers.

Please access the online scheduling software through the parent portal of [PowerSchool](http://powerschool.d92.org).
 (http://powerschool.d92.org)

Scheduling Your Conferences

1. Login to PowerSchool.
2. Select the square with the arrow in the upper right-hand corner of the PowerSchool menu bar.
3. Select PowerPTC from the applications menu.
4. On PowerPTC Single Sign-On screen select: **Guardian & Parents – Click here to Login.**
5. Click on Conference Schedule
6. Select the **date** you would like to schedule your appointment(s).
7. Select a starting **time** for your appointment(s).
8. If you would **not** like to attend conferences with certain courses, uncheck the box under the **Schedule** column. (OP Only) (K-5 only schedule conferences with the Homeroom teacher).
9. Click **Build Your Schedule Now! Or Build your schedule Manually**
10. Finally click **Print Schedule** to create a hard copy of your parent-teacher conference schedule.
11. If you are scheduling for more than one student, you can switch the active student you are scheduling for by clicking on **Select a Student** link from the left-hand menu.

1. PowerSchool Student and Parent Sign In screen with Username and Password fields.

2. PowerSchool navigation bar with a square icon containing an arrow.

3. Applications menu showing PowerPTC selected.

4. Guardians & Parents login screen with a link to click here to login.

5. Welcome to PowerPTC! dashboard with CONFERENCE SCHEDULE, MY SETTINGS, and LOG OUT buttons.

- **Scheduling must be done via web browser not through the Pearson PowerSchool mobile app.**
- You are able to make changes to your schedule up until the closing of the portal on 11/3/2017.
- If you do not have Internet access or PowerSchool access please contact your school office for help.
- We also ask that you call us if after the portal closes you require a change or need to cancel a conference.
- If you experience tech problems please contact Tech Support at technology@d92.org.