

PARENT-TEACHER CONFERENCES DATES

Mon. Nov. 25, 2019 1:00-8:00 p.m.

Tue. Nov. 26, 2019 8:00-3:00 p.m.

Please schedule your parent-teacher conference(s) online using your PowerSchool parent account. **The PowerPTC portal is accessible from Friday, October 18 - 8:00AM until Sunday, November 24 - 9:00PM.** You MUST have a PowerSchool parent account to schedule a conference. If you do not have an account, please contact your student's school office for information on creating a PowerSchool parent account.

K-5 Conferences are with homeroom teachers only. If you would like to meet with any additional teachers, please email the teacher directly.

6-8 Conferences can be scheduled with any of your child's teachers.

Please access the online scheduling through the parent portal of PowerSchool.

(<https://powerschool.d92.org>)

Scheduling Your Conferences

1. Login to PowerSchool (<http://powerschool.d92.org>).
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.

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- **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 11/24/2019.
- 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.