## Grade II-I2 Parent-Student-Teacher Conferences Sign-Up Instructions

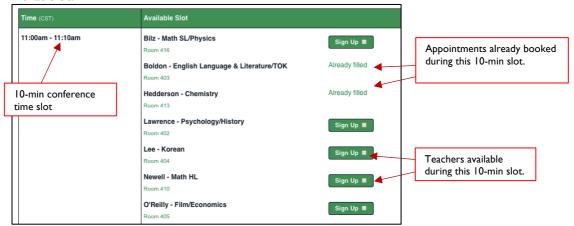
21 March 2019

NOTE: These instructions are for Grade 11 and Grade 12 students enrolled in Diploma classes ONLY. MYP students will have their own process.

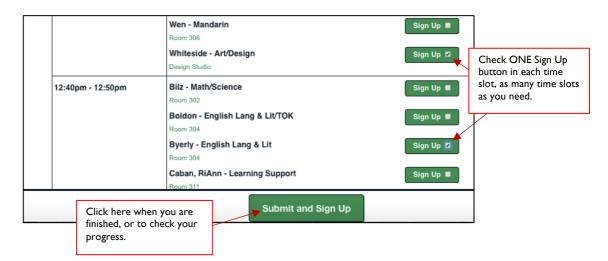
- 1. It is mandatory that Grade 11-12 students are present and participate in these conferences.
- 2. Before you start, consult with each of your Grade II-I2 students and make a list of all the teachers you would like to have a conference with. You are strongly encouraged to meet with all six academic subject teachers.



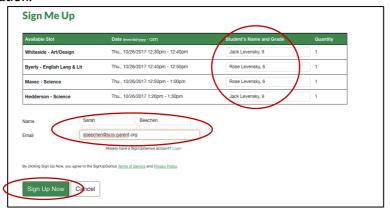
- 3. Follow the link to the Grade 11-12 Parent-Student-Teacher Conference Sign-Ups
- 4. The sign-up sheet is organized into 10-minute slots. All teachers are available from 12-3pm, and many are also available from 11am-12noon. If you see a "Sign Up" button the teacher is available in that slot.



5. Scroll down to a 10-minute time slot in which you would like to book a conference. Check the Sign Up button for an available teacher. Keep scrolling down and check one button in each time slot. When have checked a Sign Up button in every time slot you want, OR want to check what you have so far, click the "Submit and Sign-Up" button at the bottom of the screen.



6. Complete the sign-up screen. Make sure to fill in the name and grade of the student for each conference. At the bottom, add your own name and the email address that you would like to receive confirmation.



7. You will see a confirmation screen, and the confirmation will also be sent to the email you used to register. You may go back in to sign up for more conferences or make changes anytime.

## TIPS:

- If you are scheduling five or more conferences, schedule in a break for yourself. Conferences will start every 10 minutes without exception.
- If you have two children taught by the same teacher, you may book two slots in a row with that teacher.
- All conferences will take place on the fourth floor in designated rooms.
   You do not need to allow extra time to move between conferences.
- You are ALWAYS free to email a teacher directly to schedule a meeting outside of these two days.

