

2022 Parent-Teacher Conferences Scheduling Directions

IN-PERSON or VIRTUAL Conference Options Available

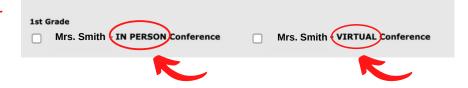
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Click your school link below to access our PTCFast.com scheduler.

- Bannes Elementary
- Fernway Elementary
- Keller Elementary
- McAuliffe Elementary
- Millennium Elementary
- Grissom Middle School
- Prairie View Middle School



Choose a teacher's IN-PERSON or VIRTUAL conference option.
Click the Submit button.



Register with your contact information and click **Submit**.

Sign up for	
In PTFast, you first register with name and contact information. We then create a registration and send you a confirmation email with a link to choose your appointment time. You can also add and change both registrations and appointments. (Learn about Our Privacy Policy.)	
Student's first name	
Student's last name	
Student's last name	enter whatever best identifies the student to the teacher.
Your name	
John and Mary Smith	who will be attending the conference, e.g., John Smith, or
Your email address	
	where should we send your confirmation information?
Confirm email address	
Phone	
required	
Submit	



Check your email. You should have received a PTCFast.com email with the subject heading "Select Date/Time for Teacher Conference Now." Press on the link in the email that says Click here to select conference time, and you will be able to pick your specific conference date and time.

Select Date/Time for Teacher Conference Now External PTCFast.com <do-not-reply@ptcfast.com> to me -Dear Jane Doe, Thank you for registering for your parent-teacher conference. Please click on the link below to School: ABC Middle School - Tinley Park, IL Conference: Mrs. Smith VIRTUAL Conference Student Name: John Doe



PTCFast sign-in ALW031181619

Date/Time: Not selected

of day 3 days before first conference day

(Note: at this link you can also edit, add and delete other appointments)

If for any reason you have a problem with the link above, you may click on www.ptcfast.com/g

Select the conference date/time that best suits your schedule. If you wish to register for more than one conference, please select Register for Additional Classes at the bottom of the screen and follow the prompts.

When your selection(s) are complete, please click Confirm Selections and Exit at the bottom of the screen.

Register for Additional Classes **Confirm Selections and Exit**

PTCFast.com will follow up with an email with the subject heading "Appointment Confirmation for Your Meeting" once you've completed the process. Please note, if you have selected a VIRTUAL conference time slot, a ZOOM link will be included in the location section of your confirmation and reminder emails. Please use this ZOOM link to access your VIRTUAL Parent-Teacher Conference.

If you have selected an IN-PERSON conference, the teacher's room number will be included in the location section of your confirmation and reminder emails.

