



# 2022 Parent-Teacher Conferences Scheduling Directions

IN-PERSON or VIRTUAL Conference Options Available

1

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](#)



2

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

1st Grade

<input type="checkbox"/> Mrs. Smith	<b>IN PERSON</b> Conference	<input type="checkbox"/> Mrs. Smith	<b>VIRTUAL</b> Conference
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3

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

**Sign up for**

In PTCFast, 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  
 -- enter whatever best identifies the student to the teacher.

Your name  
 -- who will be attending the conference, e.g., John Smith, or John and Mary Smith

Your email address  
 -- where should we send your confirmation information?

Confirm email address

Phone  
 --required

**Submit**

4

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

Date/Time: Not selected

PTCFast sign-in link: [ALW031181619](#)

[Click here to select conference time](#)

The deadline for registering is end 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/t](http://www.ptcfast.com/t)

5

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.

Register for Additional Classes

Confirm Selections and Exit

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

6

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.

Appointment Confirmation for Your Meeting External Inbox x

PTCFast.com <do-not-reply@ptcfast.com>

to me ▾

Dear Jane Doe,

This is to confirm that you are signed up for the appointment(s) listed below.

School: ABC Middle School

Conference: Mrs. Smith VIRTUAL Conference

Student Name: John Doe

Date/Time: Mon, Nov 21 at 1:10 PM (6 minutes)

Location: Zoom Link: <https://ksd140-g.zoom.us/j/8>

PTCFast sign-in link: [ALW031181619](#)

If you need to change your date or time, click on the "PTCFast sign-in" link above.

We sincerely hope you will be able to attend.

Thank you,

***Conference appointments are scheduled on a first-come, first-served basis through Friday, November 18.***