

Student Name: \_\_\_\_\_

Teacher Name: \_\_\_\_\_

# Parent-Teacher Conference Online Sign-Up

Dear Parents and Guardians,

Early release days for parent-teacher conferences are Wed, Feb 24th and Thurs, Feb 25th.

Ferguson Elementary will be utilizing an online scheduling system for this session of conferences.

**The online sign up window will open on Friday, Jan 29th at 5:00 PM and close on Sunday, Feb 14th at 12:00 midnight. After this time, you will need to contact your teacher to discuss a conference time.**

**\*If you do NOT have internet access or an active email address, please contact your child's teacher for a conference time.\***

At 5:00 PM on Friday, January 29th, the parent-teacher conference sign up link will be listed on the main page of the Ferguson Elementary website (<http://www.fergusonlelementary.org>).

Once the link is made available, you will then need to follow the steps listed below:

1. From our school website, click on the CONFERENCE SIGN UP link and select your child's teacher.
2. A form will appear. See below for an example of the form. Fill out the form and click submit.
3. Once you click submit, you will receive an email (check spam/junk folder if you do not) with a link that will allow you to register for your conference time. You will also get email reminders before the conference.
4. Click the link and choose your time.  
**NOTE: Parents, if you will need an interpreter, please select a time slot between 3:00 PM and 7:00 PM so that we can try to provide an off-campus interpreter for your conference.**
5. If you have any questions about the system, please email Kelly Neville at [kelly\\_neville@gwinnett.k12.ga.us](mailto:kelly_neville@gwinnett.k12.ga.us)

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

 --optional

-- Press here to begin signup process

You will be required to provide a valid email address for access.

Please return this bottom portion to your child's teacher **ONLY** if you require an interpreter for your conference.

Student Name \_\_\_\_\_ Teacher Name \_\_\_\_\_ Yes, I need an interpreter. \_\_\_\_

Select One:

\_\_\_ I was able to schedule my conference online. My conference time is on \_\_\_\_\_ (date) at \_\_\_\_\_ (time).

\_\_\_ I was NOT able to schedule my conference online. Please contact me at \_\_\_\_\_ to schedule a day/time.

**Teachers – Once a conference has been scheduled, please make sure this bottom portion is completely filled in & return to the P.Center.**