

# High School Parent Teacher Conferences

## Frequently Asked Questions

### 1. Which is my assigned conference night?

SHS Parent-Teacher Conferences is a two-night event. One night you speak with your child's teachers; and on the second night you volunteer to keep time while other parents have their conferences. The night assigned to meet with your child's teachers is based on the first letter of the student's last name. [Click here to see this year's assigned conference schedule.](#) The conferences begin at 7pm and end at 9pm both nights.

### 2. What is my obligation on the night not assigned to conferences to me?

The night you are not assigned for conferences, you sign up to be a timekeeper. You may want to keep time for one of your child's teachers. We encourage you to register to be a timekeeper early to maximize your options. If you have questions regarding how to volunteer to be a timekeeper, please read [A Guide to Timekeeper Signup.](#)

The PTA keeps a log of parents who volunteer as timekeepers and asks that each parent volunteer at least two times over their child's four-year attendance at SHS. If both parents want to sign up to be a timekeeper, each parent will need their own Campus Portal login username and password.

### 3. When can I sign up for the Parent-Teacher Conferences?

The PTC Wizard scheduling system will only open after all 250 volunteer timekeeper slots have been filled by parent volunteers. An email from the school will be sent announcing whether more volunteer timekeepers are needed or not. If there is an insufficient number of timekeepers, there will be a delay in opening the Parent-Teacher Conference sign up. [Click here to see the dates for the PTC Wizard Parent-Teacher Conference scheduling system to open and close.](#)

### 4. If I don't sign up online, am I able to still sign up the night of the conferences?

Yes. For every 20 minutes of possible scheduling time, there will be at least one conference slot reserved for onsite sign up. If you choose not to use the PTC Wizard online scheduling system, simply go to each of your child's teacher's assigned conference room, and make an appointment with the timekeeper for that evening. NOTE: The onsite sign up will not be available until 7pm on the night of the conferences. It is suggested that you arrive early to schedule walk-in appointments.

### 5. How do I know who my child's teachers are?

Your child's teachers are on his/her course schedule. The PTC Wizard scheduling system also provides your child's teachers' names after you log in and choose your conference. Please

note, if a student has made changes to his/her courses recently, the changes may not be reflected in the system. In this case, you will need to sign up for that particular teacher onsite.

#### **6. How do I find out where to meet a particular teacher?**

The list of teachers' assigned classrooms for conferences (which may be different from the teachers' regular classrooms) is at [Teacher Conference Room Locations](#). The teacher's classrooms will also be noted on the summary you will receive by email, after you schedule your conferences through PTC Wizard. Note that each guardian receives an email confirmation with the conference schedule. You can also log into PTC Wizard to see your schedule and which rooms the teachers have been assigned.

#### **7. Is there a map of the SHS classrooms?**

The High School's floor plans are available in the Message Center in the [Campus Parent Portal](#). The "maps" will appear in both a scalable and large format. It's recommended that you familiarize yourself with the locations of your child's teachers' assigned conference rooms so that you can plan your evening efficiently.

#### **8. If I cannot attend on my assigned conference night, can I register online for the other night?**

You may attend the conferences on either night (or even both nights), but may only register online for the night you were assigned. See question #4 for details on how to make onsite appointments.

#### **9. My child is in the A-School. Do I see his/her teachers on the Parent-Teacher Conference night?**

There is a separate night scheduled for conferences with A-School teachers. You will see the teachers who are NOT A-School teachers on your assigned Parent-Teacher Conference night. PTC Wizard will only show you the available teachers and will not give you the A-School teachers as a choice.

#### **10. I have two or more children at SHS; am I allowed to sign up for both nights?**

If you have two children, you may only register online for the night that you have been assigned. If you choose to attend on the other night for one of the children, you will need to sign up onsite (see question #4). Generally, parents find seeing teachers for two children on their assigned conference night, is quite feasible. If you have three or more children, the High School administration will notify you before registration opens that you will be able to schedule appointments for both nights.

#### **11. After I have reserved an appointment, can I change it and will I receive a confirmation email?**

Yes. PTC Wizard allows you to make changes to your appointments. You can log out of the system and log back in at another time to continue to make appointments or to make

changes. However, you will not be able to change any appointments after the PTC Wizard scheduling deadline has occurred. [Click here to see when the PTC Wizard scheduling system will close](#). Note that while each guardian receives an email confirmation with the conference schedule, only the guardian who originally made the appointments has access to make changes to the schedule.

**12. The teachers listed in PTC Wizard are different from those my child told me. Why is this, and what can I do?**

If your child changed one of his/her courses recently, PTC Wizard may not yet reflect the change. Find out from your child which course was dropped and which was added. In this case, you may need to make the appointment for the teacher of the newly added course onsite the evening of your conferences. Please do not schedule an appointment for the teacher of the dropped course.

**13. The schedule given to me by my child shows more teachers than what PTC Wizard shows. Why is that?**

The counselors who teach the Freshmen Seminars and CivEd classes will not be available for conferences. In rare cases, there may be a teachers who are available on one of the conference nights and not the other. Refer to the [Teacher Conference Room Locations](#).

**14. How do I find out if one of my child's teachers will be absent on my conference night?**

The Teacher Conference Room Locations indicates those teachers who will only be present on one of the nights and not both. In addition, if all of the time slots for a teacher are already taken, you have the option to sign up for a “walk-in” appointment onsite. Last, but not least, you can always schedule a meeting with the teacher by calling the general office.

**15. What if one teacher is running late and my next appointment is coming up?**

Please take into account this possibility when you reserve the appointments. The times for all appointments are approximate. If a teacher is running late, those who have earlier appointments than yours will go in ahead of you based on the order of their appointments. If a teacher is running early, parents who are waiting will be allowed to go in as long as there is at least a space of 2-minutes before the next scheduled appointment. You WILL NOT lose your space as long as you arrive at your appointed time according to the timekeeper's watch. To account for variations of individual watches, you should give yourself extra time between appointments. If you arrive late according to the timekeeper's watch, as well as the appointment order, you WILL LOSE your space and have to sign up again with the timekeeper, for an available time slot. Therefore, you should give yourself at least 10 minutes or more between appointments. Note that the official time is defined locally at each teacher's room by the timekeeper's watch.

**16. Do I need to arrive at my appointments a few minutes earlier than scheduled?**

Some teachers run early and some run late. Please leave enough time (10 minutes or more)

between your appointments to allow for this.

**17. When I try to schedule my online appointments, there are no available slots left for me to**

**do so for certain teachers. What should I do?**

"Walk-in" time slots for each teacher are set aside for people who do not sign up online. If you are unable to reserve an appointment prior to your conference night, you will need to sign up for an appointment onsite. Please allow yourself enough time to make those appointments when you arrive. You also should expect to spend the allotted two hours at the school in order to see all of your child's teachers and not feel rushed.

**18. What if I miss an appointment?**

Your child's name will be crossed off the signup sheet by the timekeeper, and you will need to reschedule that appointment for later that evening. Timekeepers cannot give you someone else's time slot.

**19. Reminder: Please save a copy of your conference schedule on your phone or print out a copy of your schedule and bring it with you, along with a copy of the school map. There will also be student guides to help you locate rooms.**

## **SUGGESTIONS ON HOW TO PREPARE FOR CONFERENCES**

Do your homework

- Talk to your student before the conferences. Ask if there is anything in particular they would like you to speak with the teacher about.
- If possible, review with your student their grades - check google classroom.
- Prepare a few questions you may want to discuss with the teacher.
- LISTEN. Teachers will have insights into your child as a student in the class and in school.

Examples of questions to ask:

- What are my student's strengths and weaknesses? Can you give me examples?
- What is my student expected to learn, know, and do in the class?
- Has my student been to see you for extra help?
- What should I do if my student needs additional help?
- What can I do at home to support my student?
- Does my student participate in class discussions and group activities?
- Should my student drop the class or change levels?
- If applicable, confirm the teacher is aware that your child has a 504 or IEP accommodations.

Two minutes go by very quickly. Please reach out to teachers via email to setup a longer meeting if you think it's necessary.

