TO: Parents and/or Guardians
FROM: Tech School
DATE:
RE: Parent-Teacher Conferences

Tech School's conferences will be held on [date] from [starting time] to [ending time].

This year, conference sign-ups will be online. Please follow the steps below to sign up for your preferred conference date and time. Time slots fill quickly, so please sign up at your earliest convenience but no later than [optional closing date of online registrations].

<u>Directions for Conference Sign-ups</u>
1. Please go to
   # www.myconferencetime.com/techschool
2. Find and click on the name of your child's teacher.
3. Select your preferred date and time.
4. Enter required information. (E-mail address is not required, but if you enter one, you will receive an email confirmation.)
5. Click "Sign Up for Your Conference" near the bottom of the screen.
6. You're done! That's all there is to it.