

Dear Parent/Guardian:

Tech School has gone paperless by scheduling parent-teacher conferences online.

To schedule your preferred time for a parent-teacher conference,

1. Go to **[www.myconferecetime.com/\[account\]](http://www.myconferecetime.com/[account])**.
2. Click on the name of your child's teacher.
3. Select the desired date/time for your conference by clicking on "Sign Up."
4. Submit the requested information.

If you have several children attending our school, click on "Register for Multiple Conferences" and follow the prompts to schedule your children for several conferences.

After you schedule a conference online, the date and time are reserved for you. If you entered your email address correctly, you will receive email confirmation of your conference.

If you are unable to sign up for a time and date online, please send a note with three preferred times and dates to your child's teacher. Once we receive your note, we will attempt to schedule a conference for your desired date and time but cannot guarantee your top choices as time slots fill up quickly.

Thank you for your support of your child's education.

Sincerely,

Teachers at Tech School