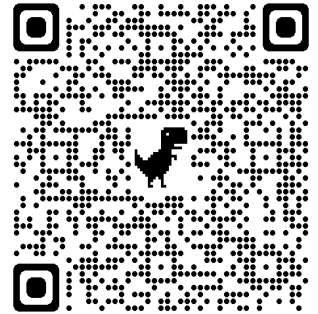


How to Schedule Fall 2021 Parent - Teacher Conferences

<u>Remote Conferences</u> Nov. 1, 3pm - 5pm Nov. 2, 11am - 1pm	<u>In Person Conferences</u> Nov. 1, 5:30pm - 8pm Nov. 2, 8am - 10:30am
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1. Open the list of the [teacher's scheduling](#) links.
Or look in the teacher's Google classroom for the link.
2. Click on the links for your student's teachers to select an opening. You must use a Google account. If you do not have one, you can [create one](#) using the QR code or use your student's school Google account.
3. Select a time, enter your student's name and name of guardian(s) attending the conference, and click SAVE.
4. Repeat this process for other teachers as needed.
5. Events will be created in your Google Calendar.



Important Notes:

Teachers will add Google Meet links to remote conferences before Nov. 1. To access remote conferences, open the Event in Google Calendar and click "Join Google Meet."

To change the conference time, open the event in your Google Calendar and delete the event. The teacher will receive a notification.