

Schedule WHS Parent-Teacher Conferences online!

Wednesday, March 7th

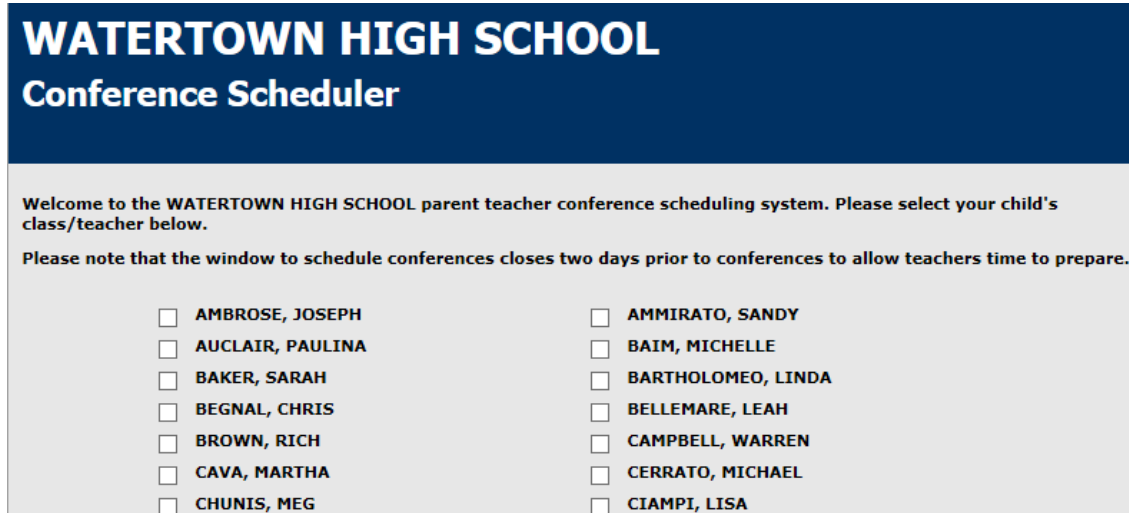
12:40-2:40 PM

Thursday, March 22nd

5:00-7:00 PM

To schedule 10-minute conferences with your child's teachers please follow the steps below:

- Go to www.PTCfast.com/schools/Watertown_High_School (link also on school's website, whs.watertownps.org)
- Select the teachers that you would like to conference with and then hit continue:



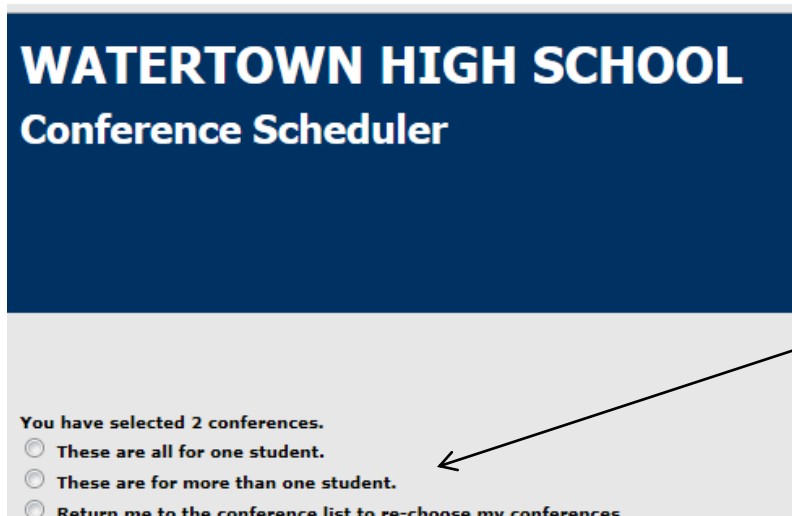
WATERTOWN HIGH SCHOOL
Conference Scheduler

Welcome to the WATERTOWN HIGH SCHOOL parent teacher conference scheduling system. Please select your child's class/teacher below.

Please note that the window to schedule conferences closes two days prior to conferences to allow teachers time to prepare.

<input type="checkbox"/> AMBROSE, JOSEPH	<input type="checkbox"/> AMMIRATO, SANDY
<input type="checkbox"/> AUCLAIR, PAULINA	<input type="checkbox"/> BAIM, MICHELLE
<input type="checkbox"/> BAKER, SARAH	<input type="checkbox"/> BARTHOLOMEO, LINDA
<input type="checkbox"/> BEGNAL, CHRIS	<input type="checkbox"/> BELLEMARE, LEAH
<input type="checkbox"/> BROWN, RICH	<input type="checkbox"/> CAMPBELL, WARREN
<input type="checkbox"/> CAVA, MARTHA	<input type="checkbox"/> CERRATO, MICHAEL
<input type="checkbox"/> CHUNIS, MEG	<input type="checkbox"/> CIAMPI, LISA

- **Note:** On the next page, you will have the option to specify which student (if you have more than one child at the high school) you'd like to discuss at each conference:



WATERTOWN HIGH SCHOOL
Conference Scheduler

You have selected 2 conferences.

These are all for one student.

These are for more than one student.

Return me to the conference list to re-choose my conferences

- If you indicated you that have more than one child at the high school, you will now specify which child you'd like to discuss at each conference.

WATERTOWN HIGH SCHOOL

Conference Scheduler

[Return to the list of conferences](#)

Hello ,

We need to know which students you will be registering for which conferences:

Conference Name	Student First Name	Student Last Name	Special Requests
BELLEMARE, LEAH	<input type="text"/>	<input type="text"/>	<input type="text"/>
LEWIS, MICHAEL	<input type="text"/>	<input type="text"/>	<input type="text"/>

Done with names; proceed with registration
 Return to conference list to select new conferences
 I do not wish to complete my registration; cancel this process

- Now enter in your information.

WATERTOWN HIGH SCHOOL

Conference Scheduler

[Return to t](#)

Student Sign up

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?

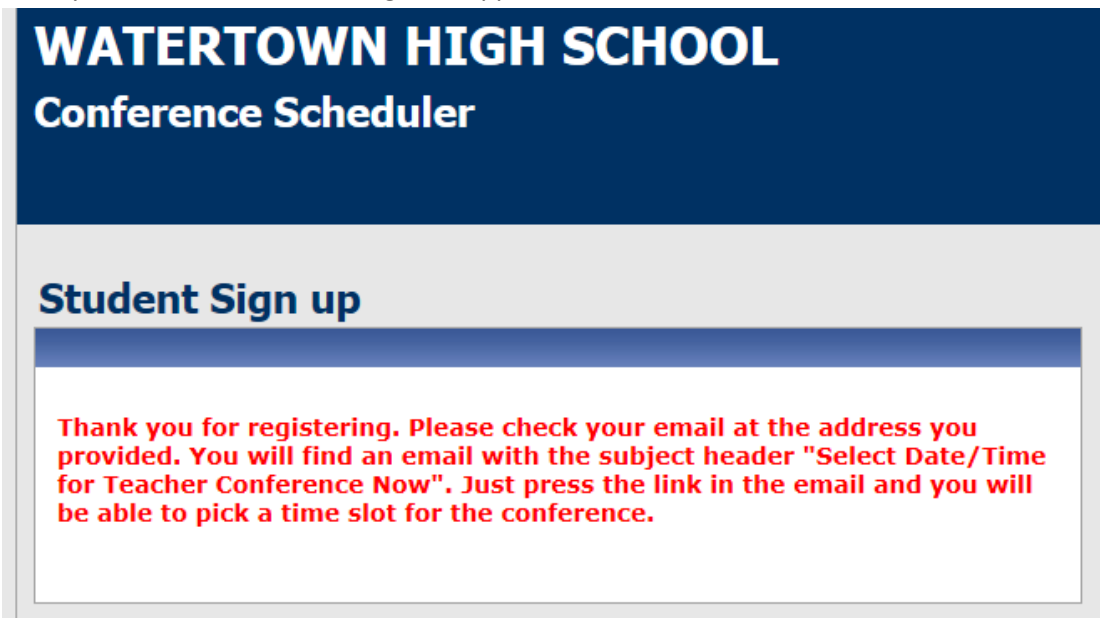
Confirm email address

Phone
 --optional

Special Requests

-- Press here to begin signup process

- Once you hit Submit, this message will appear:

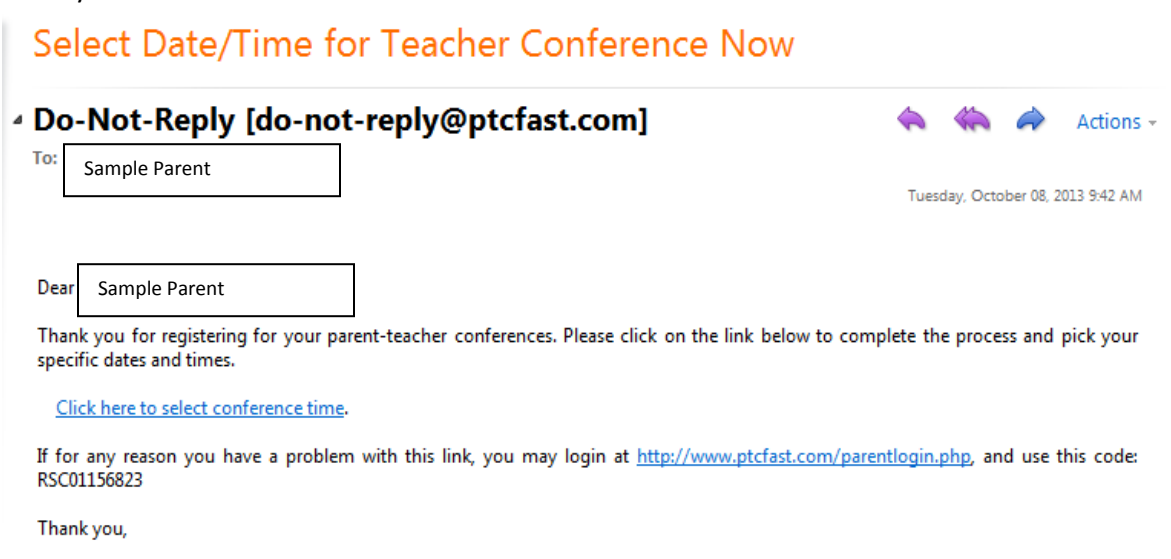


WATERTOWN HIGH SCHOOL
Conference Scheduler

Student Sign up

Thank you for registering. Please check your email at the address you provided. You will find an email with the subject header "Select Date/Time for Teacher Conference Now". Just press the link in the email and you will be able to pick a time slot for the conference.

- You will now receive an email with the subject header “Select Date/Time for Teacher Conferences Now” – in this email you will find a link to select conference times and dates.



Select Date/Time for Teacher Conference Now

Do-Not-Reply [do-not-reply@ptcfast.com]

To: Sample Parent

Tuesday, October 08, 2013 9:42 AM

Dear Sample Parent

Thank you for registering for your parent-teacher conferences. Please click on the link below to complete the process and pick your specific dates and times.

[Click here to select conference time.](#)

If for any reason you have a problem with this link, you may login at <http://www.ptcfast.com/parentlogin.php>, and use this code: RSC01156823

Thank you,

- Click the link to select your desired conference times and dates for each teacher and confirm your selections.
- You will receive an email confirmation upon completion. You will also receive an email reminder a day or two before your scheduled conferences. Both of these emails will have the teacher’s room number.

If you experience technical difficulty or would prefer to reserve your conferences by phone please call 1-860-945-4810 extension 5018 and speak with Mrs. Lewis.