

# Schedule WHS Parent-Teacher Conferences online!

Tuesday, October 30<sup>th</sup>

12:40-2:40 PM

Thursday, November 1<sup>st</sup>

5:00-7:00 PM

Thursday, November 8<sup>th</sup>

12:40-2:40 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](http://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

- 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"/>

- Now enter in your information.

**WATERTOWN HIGH SCHOOL**  
**Conference Scheduler**

[Return to U](#)

### 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]

   Actions ▾

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 1-860-945-5018 and speak with Mrs. Lewis.**