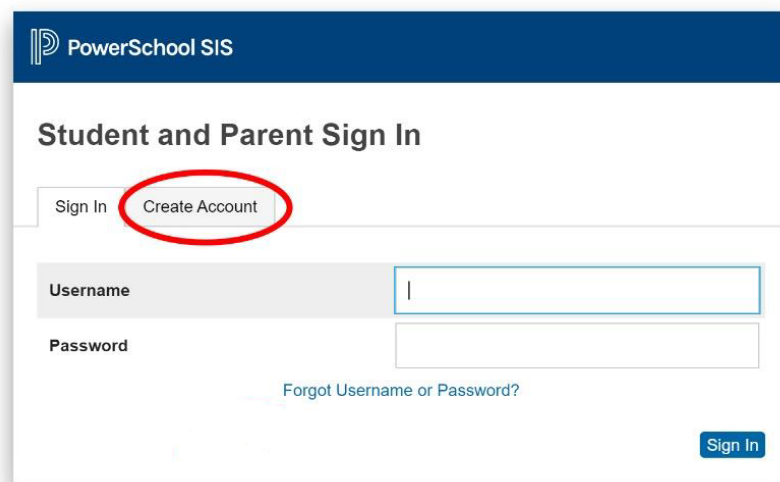


Parent-Teacher Conference Scheduling Instructions For *Parents*

STEP 1 -

Access the [Parent Portal](https://powerschool.d124.org/public/home.html) using the following link: <https://powerschool.d124.org/public/home.html>

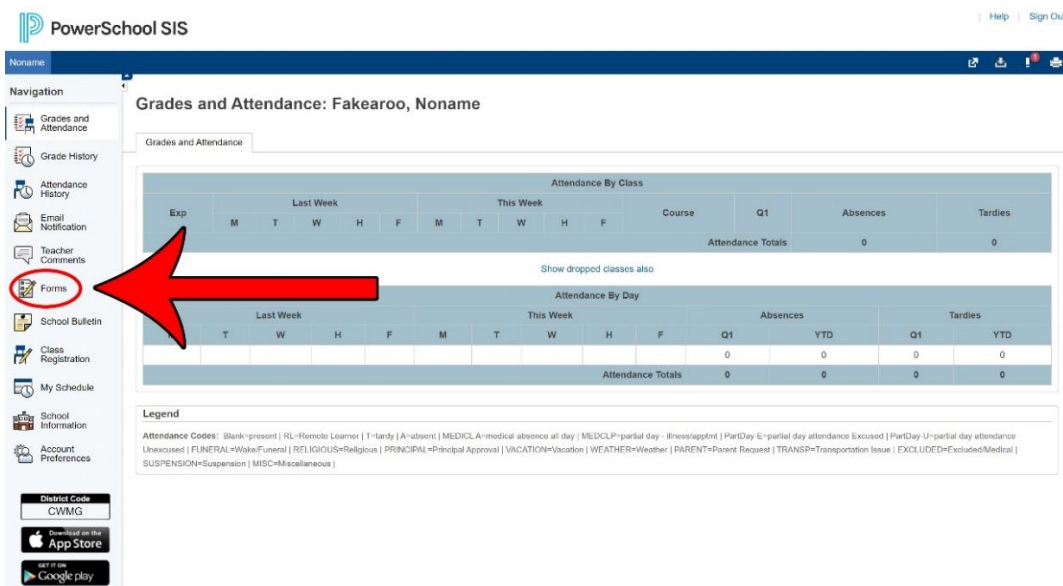
- Families who already have a Username and Password should log in as normal.
- Families creating an account will need an Access ID and Access Password for each of their students. This was mailed to most families at the beginning of the year. If you do not have this information, please call D124 PowerSchool/SIS Support Specialist Janet Fettig at (708) 423-0950 x2114 or contact your child's school.



The screenshot shows the 'Student and Parent Sign In' page on the PowerSchool SIS website. At the top, there is a blue header with the PowerSchool SIS logo. Below the header, the page title 'Student and Parent Sign In' is displayed. There are two buttons: 'Sign In' and 'Create Account'. The 'Create Account' button is circled in red. Below the buttons, there are input fields for 'Username' and 'Password'. A link for 'Forgot Username or Password?' is located below the password field. A 'Sign In' button is located at the bottom right of the form.

STEP 2 -

Select the "Forms" tab from the navigation menu on the left-hand side of the screen.



The screenshot shows the 'Grades and Attendance' page for a student named Fakearoo, Noname. The page is titled 'Grades and Attendance: Fakearoo, Noname'. On the left side, there is a navigation menu with various tabs. The 'Forms' tab is circled in red and pointed to by a red arrow. The main content area displays 'Attendance By Class' and 'Attendance By Day' tables. The 'Attendance By Class' table shows columns for 'Exp', 'Last Week', 'This Week', 'Course', 'Q1', 'Absences', and 'Tardies'. The 'Attendance By Day' table shows columns for 'Last Week', 'This Week', 'Absences', 'Tardies', and 'Attendance Totals'. A legend is provided at the bottom of the page, listing various attendance codes and their meanings.

Exp	Last Week					This Week					Course	Q1	Absences	Tardies
	M	T	W	H	F	M	T	W	H	F				
Attendance Totals														
												0		0

Attendance By Day															
Last Week					This Week					Absences		Tardies		Attendance Totals	
T	W	H	F	M	T	W	H	F	Q1	YTD	Q1	YTD	Q1	YTD	
									0	0	0	0	0	0	
Attendance Totals															
									0	0	0	0	0	0	

Legend
Attendance Codes: Blank=Present | RL=Remote Learner | T=tardy | A=absent | MEDCLA=medical absence all day | MEDCLP=partial day illness/ptnl | PartDay E=partial day attendance Excused | PartDay U=partial day attendance Unexcused | FUNERAL=Wake/Funeral | RELIGIOUS=Religious | PRINCIPAL=Principal Approval | VACATION=Vacation | WEATHER=Weather | PARENT=Parent Request | TRANSP=Transportation Issue | EXCLUDED=Excluded/Medical | SUSPENSION=Suspension | MISC=Miscellaneous

STEP 3 -

Click on the form titled "[School Name] Parent-Teacher Conference" to open the form.

School Form Listing for Fakearoo, Noname

General Forms | Class Forms | Student Support

Your preferences haven't been configured.
To configure if and how you'll receive notifications for forms, please use the button below to set your preferences.

Preferences

Forms

Search forms...

General

Status	Form Name	Form Description	Category	Last Entry
Submitted	Northeast School Parent-Teacher Conferences		General	2020-10-08 14:48:10.0

Legend

Icons: - Form Empty - Form Approved / Populated - Form Not Approved - Form Rejected

STEP 4 -

Select the blue button circled below on the date you would like the schedule your conference. This will show the availability of each of your student's teachers for each of the 15 minute blocks. Select the 15-minute that the parent/student wants to schedule.

November 9, 2020

1:00pm - 1:15pm	● Conference
1:15pm - 1:30pm	● Conference
1:30pm - 1:45pm	● Conference
1:45pm - 2:00pm	● Conference
2:00pm - 2:15pm	● Conference
2:15pm - 2:30pm	● Conference

Available Conference Times

November 9, 2020

Filter Expand

provider day week month list today < >

Provider	12pm	1pm	2pm	3pm	4pm	5pm	6pm	7pm	8pm
Costello, Catherine (SE)		Cor Cor Cor Cor Cor Cor Cor Cor Cor Cor Cor Cor Cor Cor					Cor Cor Cor Cor Cor Cor Cor		
Eberhardt, Samantha (SE)		Cor Cor Cor Cor Cor Cor Cor Cor Cor Cor Cor Cor Cor Cor					Cor Cor Cor Cor Cor Cor Cor		
Gleason, Tracey (SE)		Cor Cor Cor Cor Cor Cor Cor Cor Cor Cor Cor Cor Cor Cor					Cor Cor Cor Cor Cor Cor Cor		
Karas, Steven (SE)		Cor Cor Cor Cor Cor Cor Cor Cor Cor Cor Cor Cor Cor Cor					Cor Cor Cor Cor Cor Cor Cor		
Mikl, Lynette (SE)		Cor Cor Cor Cor Cor Cor Cor Cor Cor Cor Cor Cor Cor Cor					Cor Cor Cor Cor Cor Cor Cor		

STEP 5 -

A box will pop up. Verify you have selected the right time frame. Under the “Provider” dropdown menu, select the teacher you are scheduling a conference with, then click the green button to register.

The image shows a screenshot of a web application interface. A white modal window titled "Event Detail" is overlaid on a grey background. The modal contains the following fields:

- Date & Time:** A section containing two input fields: "Start:" with the value "Nov 9, 2020 1:45 PM" and "End:" with the value "Nov 9, 2020 2:00 PM". This entire section is circled in red, with a red arrow pointing to the right.
- Sign-Up:** A section containing a "Provider:" dropdown menu with the selected value "Eberhardt, Samantha (SE)". This dropdown is circled in red, with a red arrow pointing to the left.
- Notes:** A large empty text area below the provider dropdown.
- Buttons:** At the bottom of the modal, there are two buttons: a green "Register" button and an orange "Cancel" button. The "Register" button is circled in red, with a red arrow pointing to the right.

The background interface shows a calendar grid with time slots from 12pm to 8pm. The grid contains blue blocks labeled "Cor" (Conference) and a red block labeled "Cor". Above the calendar, there are navigation buttons for "provider", "day", "week", "month", "list", and "today", along with left and right arrow buttons. The top right of the background interface shows "District Office" and "20-21 Year".

This completes the scheduling process. Please repeat to schedule conferences with multiple teachers, or for multiple students.