

Dear Dakota Hills Parent or Guardian,

Under the COVID-19 health and safety precautions, we will have student-parent-FLEX advisor conferences via zoom meetings. The first step in this process is to inform DHMS families of the conference dates, then for parents to use the ptcfast.com system to sign up for 20-minute time slots with your child's FLEX advisor.

**Fall Conference Dates:**

- Wednesday, February 3<sup>rd</sup> from 1:30 PM to 7:00 PM
- Thursday, February 4<sup>th</sup> from 2:30 PM to 6:00 PM
- Monday, February 8<sup>th</sup> from 2:30 PM to 6:00 PM
- Wednesday, February 10<sup>th</sup> from 11:00 AM to 7:00 PM

We use an online system for parents/guardians to sign up for time slots for student-parent-teacher conferences. Conferences take place with your child's FLEX advisor via zoom. FLEX advisory teachers will send zoom links out as conference dates approach.

You should sign up for **one** time slot with your child's FLEX advisor for fall. During your 20-minute advisor-advisee conference, the FLEX advisor and your child will review and discuss with parents/guardians grades, classwork, study habits, etc. You may use your student's iPad or a home computer to join in via the link your FLEX advisor sends to you. **Having your child's Schoology grades viewable (on screen or hard-copy) from home will be important.** Your child's FLEX advisor will cover information for all of your child's classes, so you will have only one broad-based conference session.

The "code" needed for you to sign up with your FLEX advisor is located at: [Click Here](#)

**Directions:**

- 1) Go to [www.ptcfast.com/reg1](http://www.ptcfast.com/reg1)
- 2) Enter the 10-character code for your student's FLEX advisor
- 3) Enter your student's name, your own name(s), and your e-mail address
- 4) Select a date and time slot for fall conferences, then hit "confirm selections"

**Special Notes:**

- 1) Only sign up for one fall conference slot.
- 2) When entering the 10-character code use the **numbers** zero (0) and one (1)... Never use the letters O, l or I. *(the system is very sensitive to these potentially confusing symbols)*

The time slots available for all four February dates are listed as one long vertical scroll.

If you do not have internet access, please send please call 651-683-6800 for help.