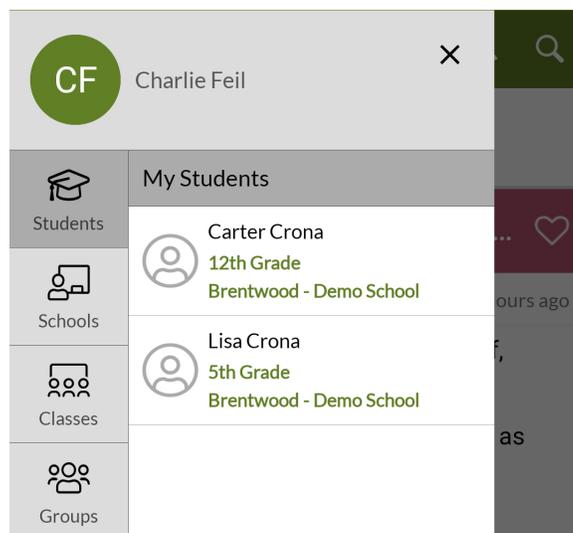
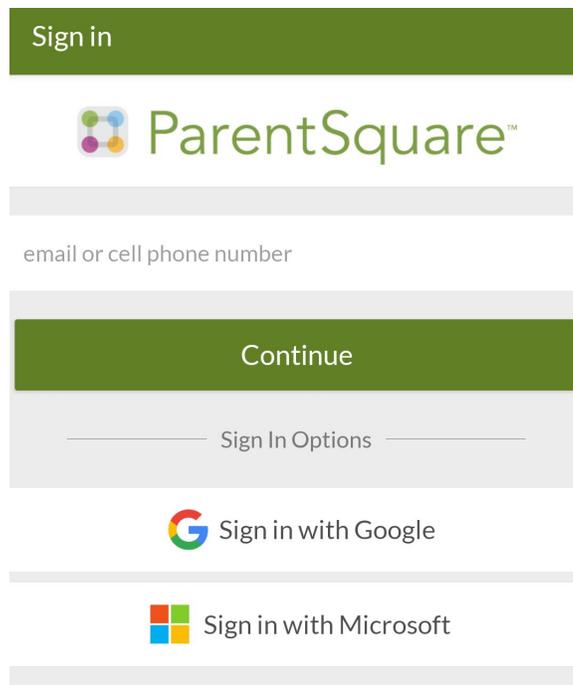




Parent Guide: Parent / Teacher Conference Sign-Up Process in Parent Square

1. **Login into your ParentSquare Account.**
If you do not have an account, you can create one with the email address you provided to the district and was associated to your Parent Portal account.
 - If it is a Gmail email address, click **Sign in with Google**.
 - If it is an Outlook email address, click **Sign in with Microsoft**.
 - If you have a different type of email address, go to www.parentsquare.com/signin and enter your email address under the register field to verify your account and create a password.

2. **Click on your child's name in the Students section under Menu(☰).**



- You should see your child's name and grade at the top of the screen. You may click on the Posts option under your child's name to see all message from your child's teacher(s).



Carter Crona
12th Grade

Posts Dashboard



District Announcement

2 weeks ago

Please view the sign up list and find a convenient time for us to meet. Thank you and I look forward to seeing everyone!

 Sign up names are hidden for this post

0  0 



- Click on More (•••) at the bottom for more options.

0  0 



- Click on the Sign Ups.



Carter Crona
12th Grade

 Explore

 Media

 School Directory

 Links

2

 Participate

 Polls

 Sign Ups

7

 RSVPs

 Groups

 Forms/Permissions

6. You will see all sign up available for your child's class(es). Click on the class under Conference Sign Ups.

Middle School and High School Parents!!!

- You will see multiple appointment sign up for all your child's class periods. You will need to repeat the following steps for each class.

7. Select from the available time slots.

8. Enter you *child's full name* in the Notes field which will assist the teacher with preparations for the meeting. Click Save at the top right of the screen

← Sign Ups 🔔 ↻

👤 Carter Crona
12th Grade

All Sign Ups My Sign Ups

☑ Conference Sign Up

1/31 Mrs. Fordham - English - 11th grade - room 1402 >

← Mrs. Fordham - English - 11th grad...

Mrs. Fordham - English - 11th grade - room 1402
Limited to one user across all time slots

Wednesday, Oct 25

Mrs. Fordham - English - 11th grade - room 1402
6:05PM to 6:10PM >
0/1 filled

Mrs. Fordham - English - 11th grade - room 1402
6:10PM to 6:15PM >
0/1 filled

← Sign Up 2 → SAVE

Mrs. Fordham - English - 11th grade - room 1402
Wednesday, Oct 25, 6:05PM to 6:10PM

Needed: 1 Open

of Spots

1

Note ← 1

Carter Crona

12/255

9. You will return to the class appointment sign up screen and you should see a star (★) next to your completed sign ups.

10. Click on the arrow (←) in the top left of the screen to return to the All Sign Ups screen.
Repeat steps 6 - 10 as many times as necessary.
- Keep notes of each time slot selected for appointments to prevent over leaping meetings.

11. Once all sign ups have been completed, you may see all your appointments under the My Sign Ups tab.

12. You may click on any of the appointments listed to verify your sign up time and/or to cancel the appointment.