



For Parent Teacher Conferences, the schedule and sign up is managed through the ParentVUE application.

## Registering for a Parent Teacher Conference:

1. Using your internet browser navigate to Higley Unified ParentVUE:  
[https://parentvue.husd.org/PXP2\\_Login\\_Parent.aspx](https://parentvue.husd.org/PXP2_Login_Parent.aspx)
2. Using the student selector in the top left, choose the student you will be scheduling a conference for.

The screenshot shows the ParentVUE home page for a student named True Heart. The top navigation bar includes links for 'My Account', 'Help', 'Online Enrollment', and 'Logout'. The student's name 'True Heart' and school 'Bridges Elementary' are displayed in the top left. The main content area features a 'Home' menu on the left with options like Synergy Mail, Calendar, Attendance, Class Schedule, Conference, and Course History. The central area shows the student's profile with a 'Report Absence' button and a 'Recent History' section indicating 'No Data'.

3. Click on the **Conference** module from the menu on the left, if there is an upcoming conference for your student you will be taken direct to the **Parent Scheduled Conferences** tab.
4. There may be multiple conferences if your student has multiple teachers, click on the conference that you want to schedule.

The screenshot shows the 'Conference' page in ParentVUE. The left sidebar menu is visible, with 'Conference' selected. The main content area is titled 'Conference' and includes a 'Summary | Parent Scheduled Conferences' link. Under 'Upcoming Conferences', there is a 'Send schedule' button. Below this, a card for 'True Heart Bear' shows '1 Upcoming' conference. A second card for 'Parent Scheduled Conference' shows dates 'Sep 02 through Sep 06' and a status of 'IN PERSON'. A prompt 'Select an available conference time' is visible next to the second card.





# ParentVUE: Parent Teacher Conferences

Higley Unified School District #60

- The **Schedule Conference Time** dialog will appear. Depending on the conference setup you may be able to select between an **In-Person** or **Virtual** conference, click to set your meeting type.

Schedule Conference Time for True Heart Bear

**Parent Scheduled Conference**  
Sep 02 through Sep 06

**Meeting Type**

Meeting Scheduled  
SEP 03  
**8:00 AM**  
Parent Name

Little Teapot

- Click on an open slot (blue) to schedule a conference for your student. Times that have already been scheduled with other students will be marked as unavailable (grey).

< 2-6 September 2024 > Work Week

	Mon 2	Tue 3	Wed 4	Thu 5	Fri 6
8:00 AM	Unavailable 8:00 AM - 8:15 AM	True Heart Bear 8:00 AM - 8:15 AM		Available 8:00 AM - 8:15 AM	Available 8:00 AM - 8:15 AM
8:20 AM	Available 8:20 AM - 8:35 AM	Unavailable 8:20 AM - 8:35 AM	Available 8:20 AM - 8:35 AM	Available 8:20 AM - 8:35 AM	Available 8:20 AM - 8:35 AM
8:40 AM					

- To change your conference time, you can click another available slot to reschedule.
- A Synergy Mail message will be sent with a confirmation of the selected time.

