

2025-26 School Year Conference Dates: October 16, 2025 & February 26th & 27th, 2026

 [Support Video: Families-Signing up for Conferences](#) – or visit: go.ecasd.us/conferencebooking

This year for conferences we are using a tool called **Microsoft Bookings**, this is an app that will allow you to sign up for all your students' conferences. Conferences will take place through Microsoft Teams, or by phone if Teams is unavailable.

*If your student is in Elementary school, your students' teacher will be emailing you a message and a link to sign up for conferences.


*If your student is a Middle, or High School student, a message, and a table, including ALL your students Teachers and their Bookings Links, will be emailed to you from the District Office.

1. Once you receive the message you will use the included URL (website link) in your internet browser, directing you to the sign-up page.
2. When the screen opens, you will be able to select the day in which conferences are being held (October 16 or February 26/27) and the time.
 - a. You will need to select both the date and time to book. To view more times, use the scrollbar to the right of the time-selection menu.
3. As you scroll down you will see **Add your details**.
 - a. Make sure to enter your Name and your child's name in the **Name** section, your preferred **email**, and the best **phone number** to reach you.
4. At the bottom there will be a section for you to provide additional information to the teacher prior to conferences.
5. Once you have completed the sign-up, click **Book**
6. After you click **Book**, you will be emailed a meeting invite for the conference to the email address you entered.



Northstar Scheduling Calendar

Susan Larson Conferences ✓

10 minutes 

Booking for **Susan Larson Conferences**

October 12


 DATE

 TIME

< > October 2023

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

7:45 AM	8:00 AM	8:15 AM
8:30 AM	8:45 AM	9:00 AM
9:15 AM	9:30 AM	9:45 AM
10:00 AM	10:15 AM	10:30 AM
10:45 AM	11:00 AM	11:15 AM

 All times are in (UTC-06:00) Central Time (US & Canada)

ADD YOUR DETAILS

Name *

Name

Email *

Email

Address

Address

Phone number

Add your phone number

Notes

Add any special requests

PROVIDE ADDITIONAL INFORMATION


Please provide your student's FIRST and LAST name:

Add your answer here

What is the best phone number to reach you on conference day?

Add your answer here

How do you plan to attend this conference? Our scheduling program will automatically generate a virtual meeting link for EVERY appointment, whether you plan to attend virtually or not.

--select an option-- 

Names of Family Member(s) who will be attending this conference:

Add your answer here

Do you need an interpreter for this meeting? If yes, please provide your preferred language:

Add your answer here

Please note any specific questions or concerns you would like to discuss, if any. (optional)

Add your answer here

Book