#### Kingsley Progress Conferences November 7, 2025, 8:00 am - 4:00 pm

As in the past, we will be using the online conference scheduler, PTCFast, to set up Progress Conferences.

# How do we sign up for a Progress Conference?

- You can sign up on <u>October 20, 2025</u>, at 8:00 a.m. through <u>November 5, 2025</u>. <u>Click</u> here to access the <u>PTCFast site</u> for Kingsley Progress Conferences.
- If you do not have Internet access, please call the Student Support Center at 309-557-4899 to set up your conference.

#### **How does PTCFast work?**

- PTCFast will ask you to enter your email address, the student's name, and your name.
- PTCFast will email you an invitation to sign up for Progress Conferences. When you click
  on the link provided in the PTCFast email, you will be able to select the conference(s)
  that you would like to sign up for.
- To meet with exploratory, PE, and music teachers, please sign up for a separate conference with them.

# Have you signed up for a Progress Conference?

 After you select the preferred conference, you will receive a confirmation email from PTCFast.com with the room number or virtual link that you will need on conference day.

#### **Forgot vour virtual conference link?**

• Here is the link to find your virtual conference link: Virtual Conference Links

# **Need to change something or need help?**

- With PTCFast.com, you have the ability to schedule, change, or cancel your Progress Conference until November 5, 2025.
- Need help with PTCFast? Please call the Student Support Center at 309-557-4899.