

Dear Middle School and Upper School Parents,

Beginning on Friday, October 16th, you will be able to schedule your school conference times with your child’s teachers. Signups will be staggered. Upper School signups will begin at 9:00 am and Middle School will begin at 11:00 am. Conference scheduling will close on Wednesday, October 28 at 12:00 PM. The conferences will take place on Microsoft Teams. Instructions for using Microsoft Teams will be included in the October 16th Parent Post.

Please note that in both Middle and Upper School, students are expected to attend all conferences.

Conference Schedule:

- **Thursday, October 29: Middle School Only**
 - Early dismissal for Middle School students at 11:30 AM.
 - Buses will leave at 11:50 AM, with Teams conferences held from 1:00 PM to 4:30 PM.
- **Friday, October 30: Middle School and Upper School**
 - No school for middle or upper school students.
 - MS/US Conferences held on Teams from 8:00 AM to 4:30 PM.
- **Monday, November 2: Middle School and Upper School**
 - No school for middle or upper school students.
 - MS/US Conferences held on Teams from 8:00 AM to 4:30 PM.

Registration Steps:

To begin the scheduling process, **log onto [PowerSchool](#)**. Once you are logged onto PowerSchool, follow these steps:

1. Select the **Applications icon** in the top right corner of the page. (The box with the arrow pointing out.)



2. Select **SchoolSoft Conference Manager**.

Applications	
Applications	Description
Alert Solutions Portal	Alert Solutions Portal
CampusLink	CampusLink Login
DocumentLOK	DocumentLOK
SchoolSoft Conference Manager	SchoolSoft Conference Manager

3. Select the child for whom you are scheduling. If you have children in both upper and middle schools you will need to schedule these separately. If you have more than one child in a division, you need to sign up for each individually.

[Taipei American Upper School](#)
Tiberius Jr
Conference Booking OPENS: Friday, October 18 2024 at 08:00 AM
Conference Booking CLOSES: Wednesday, October 30 2024 at 12:00 PM

[Taipei American Middle School](#)
Tiberia
Conference Booking OPENS: Friday, October 18 2024 at 08:00 AM
Conference Booking CLOSES: Wednesday, October 30 2024 at 12:00 PM

4. Select your preferred conference date and then the teacher(s) you wish to book a conference with. All available time slots for those teachers will then be displayed and you can coordinate the best schedule possible.

Available conference sessions

-- Select a session --

-- Select a session --

Friday November 1 - 8:00 AM to 4:28 PM

Monday November 4 - 8:00 AM to 4:28 PM

Conference Manager will: CLO

When the system closes you will not be able to schedule any more. However, you can still login to view, print or cancel any of your bookings.

Available teachers for the selected session

Choose the teacher(s) you would like to meet with

SELECT	NAME	SHOW ALL TEACHERS	TEACHING ASSIGNMENT
☒	Mr. Jim Boyle		US Business Teacher
☒	Mrs. Jessica Bywater		US English Teacher
☒	Mr. Andrew Crawford		US English Teacher
☒	Jim Farley		US History Teacher
☒	Edward Hillmann		Math
☒	Ms. Kendra Ing		LS Dance Teacher
☒	Ms. Miki Kuo		World Language-Mandarin Teacher
☒	David Morris		Visual Arts
☒	Ms. Sarah Peters		Science
☒	Ms. Sophie Tsai		US Mandarin Teacher

NEXT

5. If you have more than 1 child in the same division, make sure you select the correct student name from the dropdown menu so the teacher knows which student the conference is for. You will also be asked to provide a phone number that you can be reached at during your conference time. This provides teachers with a back-up way of reaching you, should there be any technical issues.

CONFERENCE DETAILS

Teacher: D. Albert
Date: Friday Oct 28, 2022
Start Time: 2:10 PM

Student Info

Name:

Student 1

Student 1

Student 2

Parent:

Parent Name

Parent Email

Phone Number *

Please enter a phone number that the parent can be contacted by the teacher

Comments or Questions (Optional)

Comments or questions for the teacher regarding this conference.

SUBMIT

CLOSE WINDOW

6. Please schedule only one meeting per family with each teacher. However, if your child has two classes with the same teacher, you may sign up for two meeting times or if you have two children with the same teacher, you may sign up for two meeting times. **Please do not sign up for a meeting with your child's homeroom or advisory teacher.**

7. After you make a booking, you will receive a confirmation email that contains the meeting link that will be used to conduct the conference. You will also receive a reminder email the day before your conference is scheduled.

8. In the middle school, if you would like to schedule a conference with your child's academic counselor, click on the Show All Teachers icon and select the appropriate person. You may schedule two 10-minute sessions if you need more time.

Available teachers for the selected session

Choose the teacher(s) you would like to meet with

SELECT	NAME	TEACHING ASSIGNMENT
	SHOW ALL TEACHERS	

[NEXT](#)



Other Important Information:

1. Please **do not** sign up for a conference with a club leader (e.g. MUN, Debate Team, VEX/FRC).
2. You will be able to change your times after submitting and before closing by deleting the first meeting before scheduling a different one. After the deadline you will need to contact the teacher directly.
3. If you encounter an issue while trying to sign up, please email the appropriate contact person below:
 - a. Middle School – Alex Tam (tama@tas.edu.tw) - not available on conference days
 - b. Middle School – Shanne Ting (tings@tas.edu.tw)
 - c. Upper School, Last names A to K - Joanna Han (hanj@tas.edu.tw)
 - d. Upper School, Last names L to Z – Laura Hsu (hsul@tas.edu.tw)
4. If you need to change the date of your conference after the sign-up window has closed, please contact the MS or US Office to reschedule. Please note, same day requests cannot be accommodated.

We look forward to discussing your child's progress!