

Sign Up for Parent Teacher Conferences

Parent and guardian instructions

Reserve a conference time in ParentSquare, confirm that your appointment is saved, and keep track of conferences for your children. You can use the ParentSquare app or a web browser.

Screenshots show example schools and dates. Choose your child's teacher and the dates listed in your invitation. Button labels may vary by version.

Find the teacher's conference invitation

Open the conference post from the link in the ParentSquare email or text notification. If an app notification arrives, tap it to open the post. You can also sign in to ParentSquare and find the teacher's conference post in your child's class. On the website, look in the SIGN UPS & RSVPs panel on the right side of Home. Conference posts may be pinned at the top of the class page.

Reserve a time on the website

1. Open the teacher's post and scroll to Appointment Sign Ups.
2. Click Sign Up beside an available time. Check the date, time, teacher, and meeting details before choosing.

Resource Pick Up Appointments			
Monday, Apr 1			
Resource Pick Up Appointment	12:30 PM to 12:45 PM	1 open 0 filled	Sign Up
Resource Pick Up Appointment	12:45 PM to 01:00 PM	1 open 0 filled	Sign Up
Resource Pick Up Appointment	01:00 PM to 01:15 PM	1 open 0 filled	Sign Up

Click Sign Up beside an available appointment.

3. If Student Name appears, choose the correct child from the drop-down list. A single child may be selected automatically. If the field does not appear, no student selection is required.
4. Add an optional Short Note, then click Submit. Some screens may use Save instead.
5. Return to the post and check that your reservation is listed for the correct date and time.

Choose your child and confirm on the website

Select the child if prompted, add an optional note, and click Submit.

Complete the final Submit or Save step. Then return to the post to check the reserved time.

Resource Pick Up Appointments					
Monday, Apr 1					
Resource Pick Up Appointment	12:30 PM to 12:45 PM	0 open 1 filled	Cindy Cline (Layla Villa)		Closed
Resource Pick Up Appointment	12:45 PM to 01:00 PM	0 open 1 filled	Addie Stokes		Closed
Resource Pick Up Appointment	01:00 PM to 01:15 PM	1 open 0 filled			Sign Up

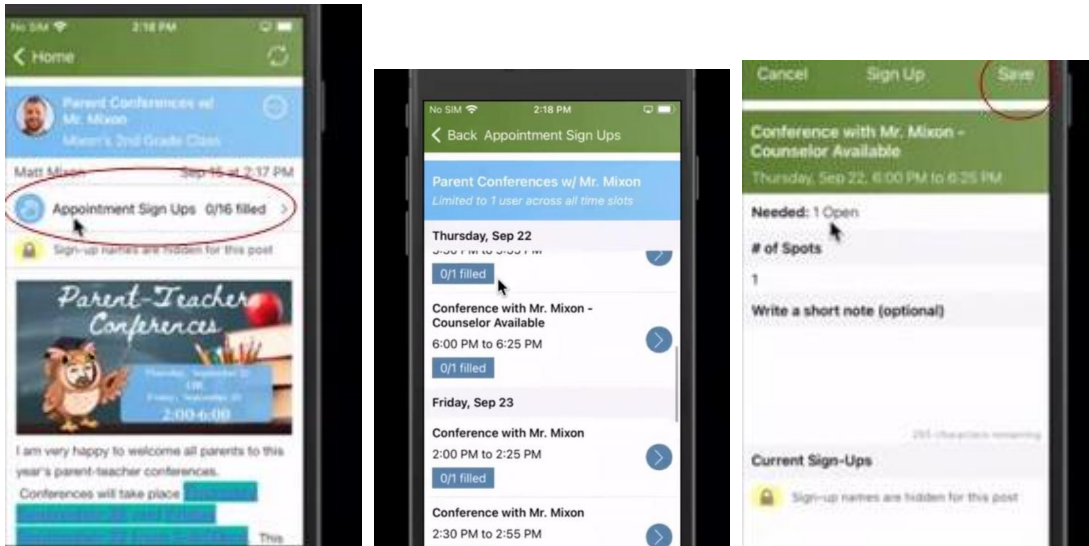
A completed sign-up appears beside the reserved time.

Reserve a time in the mobile app

1. Open the teacher's conference post and tap Appointment Sign Ups.
2. Scroll through the available appointments and tap the time you want.
3. Select your child if prompted, and add an optional short note.
4. Tap Save or Submit to finish. Older app screens show a star beside your saved appointment.
5. Open the post again to confirm your reserved time. Repeat for each teacher or child as needed.

Selecting a time is only the first step. You must tap Save or click Submit to complete the reservation. Allow enough time between conferences to travel between classrooms or schools.

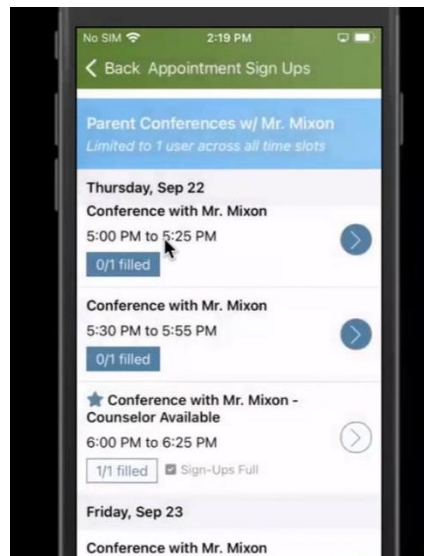
Follow the mobile sign up screens



Left to right: open Appointment Sign Ups, select a time, and tap Save.

Check your saved appointment

Return to the teacher's post to check your appointment. Older app screens show a star beside the time you reserved.



The saved appointment is marked with a star in this example.

Confirm and track your conferences

Check your confirmation email

After you successfully reserve a slot, ParentSquare sends a confirmation email with the appointment details. Check the date, time, child, and teacher or post information, and keep the email for reference. If it does not arrive, check your spam or junk folder, then open the conference post to verify that your reservation was saved.

A missing email alone does not mean the reservation failed. The saved appointment in ParentSquare is the best place to check. If your reservation is missing, choose an available time and complete Save or Submit, or contact the teacher for help.

View notifications and reminders

Watch for ParentSquare confirmation messages, automated reminders, and updates from your teacher. Notifications may arrive by email, text, or app alert depending on your settings. Open the email or text link, or tap the app alert, to view the associated post and details. You can also return directly to the teacher's post at any time.

If you are not receiving messages, review your ParentSquare notification settings and make sure app notifications are allowed in your phone's settings. Contact your child's school if your email address or phone number needs to be corrected. Check ParentSquare before your conference for last-minute changes.

View all the conferences you signed up for

On the website: Select Participate in the left menu, then Sign Ups or Sign Ups & RSVPs. Review your reserved appointments across teachers and children. The right-side SIGN UPS & RSVPs panel on Home also helps you find conference posts.

In the mobile app: Tap More or the menu icon, then Sign Ups & RSVPs. Review your reservations and open the related post to check the teacher, child, date, and time. Menu labels may vary by version. If you cannot find the list, return to each teacher's original post to check your saved appointment.

Change or cancel an appointment

On the website, return to the original post, hover over your name on the reserved time, and click the trash can to remove the reservation. Confirm if prompted. To reschedule, select an available new time and click Submit or Save again. If you cannot remove a reservation in the app, use a browser or contact the teacher. Check your updated reservation after making a change.

If no suitable times remain, the sign-up deadline has passed, or a child or teacher is missing, contact the teacher or your child's school for assistance.

[Watch the Spanish language sign-up video](#)

Confirmation Notifications & Reminders

- **Instant Confirmation Email:** When a parent successfully reserves an appointment slot, ParentSquare automatically sends a confirmation email to the parent with the date, time, student name, and teacher/post details.
- **Automated Reminders:** Parents also receive automated reminder notifications (via email/text/app alert) leading up to the scheduled conference.
- *Tip for Parents:* If a parent thinks they signed up but did not receive a confirmation email or do not see their name listed on the slot, they likely did not complete the final confirmation step when selecting the time.

Viewing All Booked Appointments in One Place: Parents do not have to navigate back to individual teacher posts to track their appointments. They can see all their reservations in a single consolidated view:

- **On the Web Browser:**
 1. Click **Participate** in the left navigation menu.
 2. Select **Sign Ups** (or **Sign Ups & RSVPs**).
 3. This displays a consolidated list of every appointment slot, conference, and volunteer item they have signed up for across all of their children and teachers.
- **On the Mobile App:**
 1. Tap **More** (or the menu icon).
 2. Select **Sign Ups & RSVPs**.
 3. All reserved time slots across different teachers and schools will appear in one clean list.