



## PARENT/TEACHER CONFERENCES

WEDNESDAY, SEPTEMBER 24, 2014

TUESDAY, SEPTEMBER 30, 2014

3:50 p.m. to 8:30 p.m.

(CONFERENCES ARE IN 10 MINUTE INCREMENTS)

Lake High School will be using the web based Parent/Teacher Conference scheduling program again this year. The program is called “**MyConferenceTime**”.

Benefits of “**MYCONFERENCE TIME**” for Parents

- ✓ Parents sign up for an available conference and immediately know the date and time of the appointment.
- ✓ Parents receive confirmation email after signing up.
- ✓ Parents simply sign up – no username/password to remember. Only school staff members have accounts.
- ✓ Parents who do not have Internet access can be signed up by the guidance secretary simply by calling the guidance office at 330-877-4285.
- ✓ All information is confidential and secure via 128-bit encryption.
- ✓ Parent and student names are visible only to staff members who are logged in.

### GETTING STARTED:



- ❖ Go to [lakelocal.org](http://lakelocal.org)
- ❖ Click on “Parents”
- ❖ Locate the “MyConferenceTime” icon
- ❖ Click on “High School Conferences”
- ❖ Click on “Register for multiple conferences”
- ❖ Enter number of student(s) registering – click on Continue
- ❖ Enter each student(s) name and parent information – click on Continue
- ❖ Double click on the teacher(s) name you wish to conference with – the teacher’s name will move to the right
- ❖ Click “Find Schedules with Common Dates”
- ❖ Click on the desired conference date
- ❖ Check the box(es) for each desired time slot for the student(s)
- ❖ Click on “Sign Up for Selected Conference”
- ❖ You will receive an email notification confirming your appointment

If you do not have Internet access, please contact the guidance office at 330-877-4285 and the guidance secretary can select the desired conference time and enter the parent’s details directly on MyConferenceTime.

Parents now have the capabilities to go in and cancel appointments. Also a specified cut-off has been implemented in order for teachers to have time to prepare for your conference. The date is the day before conferences. Obviously if you have to schedule the same day, we will accommodate you.