

Dear Parents,

We are using an online system for scheduling parent/teacher conferences. Fall Conference Early Release days are October 20 & October 21. Scheduling online will allow you to select times that are convenient, as well as coordinate sibling conference times. Please use the attached [survey link](#) to choose if you prefer to hold your conference via zoom. Parents who do not complete the survey will default to an in-person conference.

All conferences (in-person and zoom) need to complete the Fall conference sign-up link. This link will be posted in the gray area under LCE News & Announcements through our website <https://www.gcpsk12.org/LevelCreekES>. The **sign-up window will open on Tuesday, October 5th at 4:00 pm** and **will close on Thursday, October 14th at 4:00 pm**. After October 14th, you will need to contact your child's teacher for a conference time. Please follow the instructions below to schedule your child's conference.

1. Click on the link and select your child's teacher.

2. Complete the form and select submit.

Child's last name  
 -- enter whatever best identifies the child to the teacher.  
*Last name optional.*

Child's first name

Your name  
 -- who will be attending the conference, e.g., John Smith, or John and Mary Smith

Your email address  
 -- where should we send your confirmation information?

Confirm email address

You will be required to provide a valid email address.

3. Once you click submit, you will receive an email with a link from PTCFast that will allow you to register for your conference time. Click the link and choose your time. You may need to check your spam and/or junk folder if you do not receive an email. Please let me know if you have any questions.

Tracy Patience  
Technology Coordinator