



# Parent-Teacher Conferences

**Conference Day:**

THURSDAY 9/26/19 3:30PM-7PM

Conference sign ups start: MONDAY 9/9/2019

Conference sign ups end: 2pm MONDAY 9/23/19

Parent/Guardian:

FHS is using PTCFast.com Conference Scheduler to make signups as convenient as possible. Please use the following instructions to register and sign up for conferences for your student(s). If you registered for conferences last year, you will need to **RE-REGISTER** every school year (but not for every conference).

***Conferences will be held on Thursday, September 26, 2019 at FHS by appointment only. Appointments run in 15-minute increments and are scheduled with each individual teacher.***

Please make sure that you sign up and follow the High School News to get updates on when sign ups open and close for all conferences.

If you have any questions, please feel free to contact Roseida Riggs 513-942-2999 ext. 142 at FHS. Thank you.

## INSTRUCTIONS FOR REGISTERING WITH PTCFast.com

- Enter the following address DIRECTLY into your browser window (DO NOT use a search engine):  
**[https://www.ptcfast.com/schools/Fairfield\\_High\\_School](https://www.ptcfast.com/schools/Fairfield_High_School)**
- You will be prompted to pick a conference (teacher name) – you only need to pick 1 teacher at this point - then hit submit.
- You will then have to register your student and enter an email address. After this information has been submitted, an email will be sent back to you confirming your registration along with a link to set appointment times and/or to schedule another student.
- If you previously registered for conferences in September, you do NOT need to re-register.
- **PLEASE REMEMBER:** You must FIRST register online and then follow the link to schedule conferences and pick a time. A conference is not considered “scheduled” until a time has been picked. You will receive an email with all conferences and times that have been scheduled.