

## Parent-Teacher Conferences Scheduled for 11/7/13

The first quarter of the 2013-2014 school year concludes on Friday, 10/25/13, and grades are stored on Tuesday, 10/29/13. Our first of two Parent-Teacher Conference dates is scheduled for Thursday, 11/7/13. Appointments are 10 minutes in length and are available beginning at 4 PM, with the last conference time being 7:20 PM.

**Beginning on Wednesday, 10/30/2013 at 8 AM:** To schedule your preferred time for a parent-teacher conference, go to <http://www.myconferencetime.com/johncarroll>.

If you only require one conference:

- Click on the name of your child's teacher
- Click on "Sign Up" to select the desired date (11/7/13) and time for your conference
- Click "Submit" to process the requested information
- You will receive a confirmation email

If you have several children attending John Carroll and need to schedule multiple conferences:

- Click on "Register for Multiple Conferences"
- Follow the prompts to schedule conferences for your children.
- You will receive a confirmation email

### PLEASE NOTE:

- You must know the teacher's name with whom you wish to schedule a conference.
- Please schedule only ONE, ten minute conference, per child per teacher.
- **The website will not be available for scheduling until Wednesday, 10/30/13 at 8 AM.**
- The website closes for scheduling at 9 AM on Wednesday, 11/6/2013.
- The conference time that you have scheduled has been reserved for you. If you find that you must cancel, please email [scathell@johncarroll.org](mailto:scathell@johncarroll.org) or call Sue Cathell at (410) 879-2480 ext. 2005 so that another parent may have an opportunity to schedule that time slot.