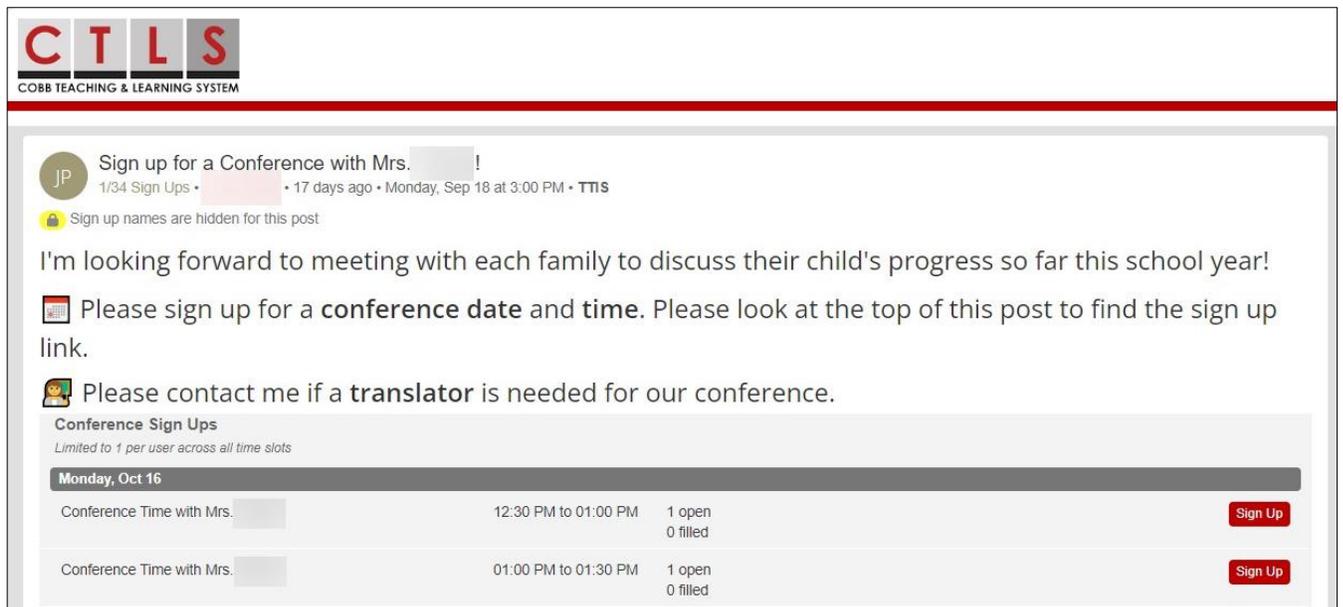


How to Sign-Up for a Parent-Teacher Conference

Throughout the school year, teachers might send various sign-ups for events such as a Parent-Teacher Conference. Below are the instructions for signing up for a conference through CTLS Parent.

Signing up for Parent-Teacher Conferences with the CTLS Parent Web App

1. In your CTLS Parent account, you will receive a message from your child’s teacher. Towards the bottom of the message, you will see a list of dates and times that the teacher has available to meet.



2. Once you have reviewed the dates and times, click on Sign Up to reserve that time.

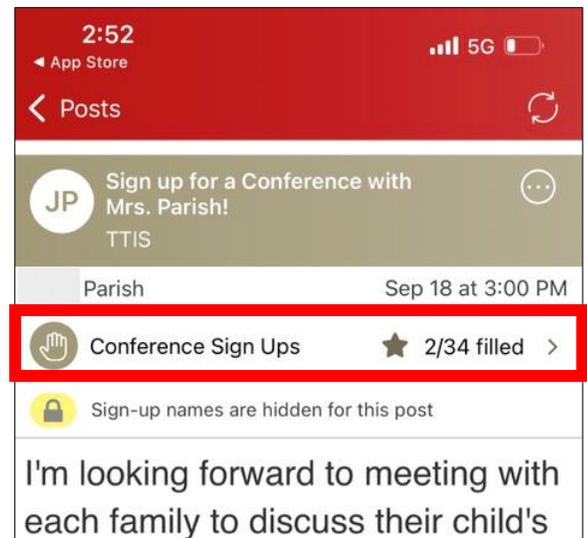


How to Sign-Up for a Parent-Teacher Conference

3. You will see a confirmation window appear asking if you would like to **write a short note** to the teacher. At this point, you can cancel this appointment or click **Save**.

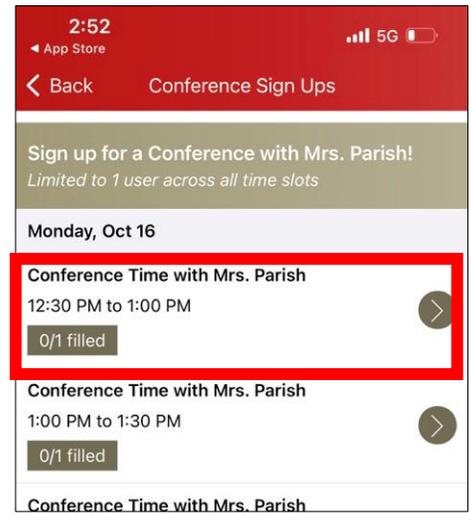
Signing up for Parent-Teacher Conferences Using the Mobile App

1. In the CTLS Parent App, you will receive a message from your child's teacher. Towards the bottom of the message, click on Conference Sign Ups to view dates and times available.



How to Sign-Up for a Parent-Teacher Conference

- Once you have reviewed the dates and times, click on the day and time you would like to reserve.



- You will see a confirmation window appear asking if you would like to **write a message** to the teacher. At this point, you can cancel this appointment or click **Save** in the upper-right corner of the CTLS Parent App.

