

# 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.

COBB TEACHING & LEARNING SYSTEM			
Sign up for a Conference with 1/34 Sign Ups • • 17 days ago	Mrs. ! • Monday, Sep 18 at 3:00 РМ • ТПS		
I'm looking forward to meet	ing with each family to o	discuss their child's pi	ogress so far this school year!
Please sign up for a <b>conf</b> link.	erence date and time.	Please look at the top	of this post to find the sign up
👰 Please contact me if a tr	anslator is needed for o	our conference.	
Conference Sign Ups Limited to 1 per user across all time slots			
Monday, Oct 16			
Conference Time with Mrs.	12:30 PM to 01:00 PM	1 open 0 filled	Sign Up
Conference Time with Mrs.	01:00 PM to 01:30 PM	1 open 0 filled	Sign Up

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

Conference Sign Ups Limited to 1 per user across all time slots				
Monday, Oct 16				
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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**.

Sign Up		×
Sign up for Conference Time with Mrs. Write a short note (optional)		
	Cancel, do not sign up!	Save

#### Signing up for Parent-Teacher Conferences Using the Mobile App

 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.





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





3. 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.