

**Sign up for  
Parent/Teacher Conferences  
Thursday, October 10th & Thursday, October 17<sup>th</sup>**

Following are the instructions on how to sign up for your conferences. Sign up **begins on September 30th.**

1. **Log on to Option C** with your **User Name** and **Password** that was in your beginning of the year Big Brown Envelope
2. Under the **Office Tab**, select **Teacher Conferences** or there will also be a **box under** the student's picture that says "**Conferences**". Either one will work.
3. You will see a list of **Student Name, Teacher Name, Conference Times, Name of Conference & Description**

Choose the **teacher** or **teachers** and the correct **conference date** and use the **Conference Time drop down menu** to pick the timeslot you want. (**Note:** Both October 10<sup>th</sup> & October 17<sup>th</sup> are on this list, so be sure to pick the correct one you want.) A **box** will then appear to **check** who is **attending** and for **notes to the teacher.**

4. Be sure **to mark the time, date and teachers on your calendar.**

**Note:** Time slots are **15 minutes each**