

Parent instruction for parent/teacher conference sign-up in Veracross:

From the top of your parent portal home page select the Parent/Teacher Conference sign-up link which brings you to a list of your child's teachers available for November conferences if you have one child and a list of your children if you have more than one child enrolled at PCA. To go to a list of your child's teachers, click on the view teacher's link next to your child's name. Select a conference time from the drop down menu next to the teacher with whom you are scheduling a conference. Select Reserve Times to schedule the conference. Proceed to the next teacher until all conferences are scheduled for that child then return to list of your children in order to schedule conferences with subsequent children.

If you need to change the conference time that you have already scheduled go in to the teacher conference sign-up page and select NO CONFERENCE SELECTED from the drop down menu and reserve time. This makes the time you previously scheduled available to other families and allows you to select a new time and reserve that time.

Once you complete the reservation process, you can download your conference schedule which shows you all reserved times for all teachers you scheduled for your children. Those conference times also show on your household calendar in Veracross.

Conference scheduling is open until Monday, November 14<sup>th</sup> at 12pm. Please schedule a conference with your child's teachers prior to that time. Any changes made after Monday, November 14th will need to be called into the office.