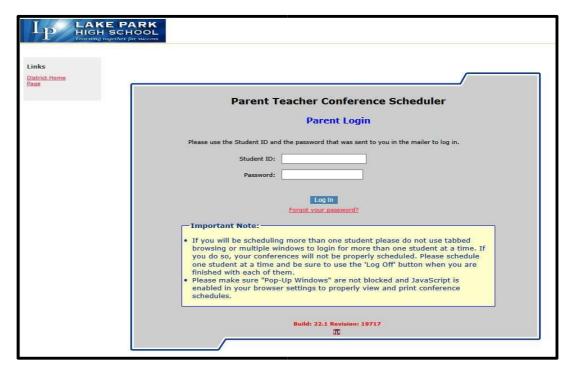
LAKE PARK PARENT/TEACHER CONFERENCE SCHEDULER

PARENT INSTRUCTIONS

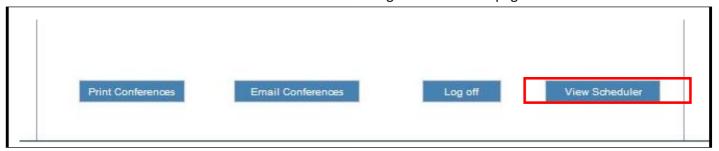
- 1. The Student ID and password you will use to log in is on the cover letter of this mailing. The **password** was randomly generated unless you used the scheduler last year and you changed your password.
- 2. Log into the PTC Scheduler by using the Lake Park website homepage or by going to URL address: https://ptcs.lphs.org/. Type your Student's ID number and your password.



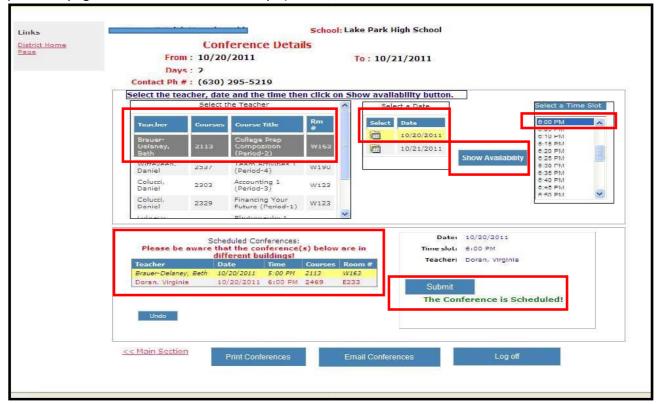
3. If you have not used the system before this date, the system will prompt you to **change your password**, enter your **email address** and ask you to set up a **security question**. Click **Submit** when you are done. If you **have used** the scheduler before, the system will **skip to step # 4.**



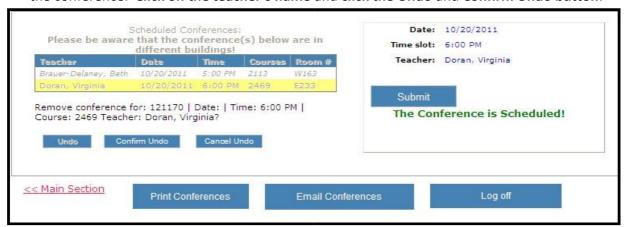
4. The next screen allows you to email, print and review the conferences that you are going to schedule. Click on the **VIEW SCHEDULER** button in the bottom right corner of the page.



- 5. A new window appears that lists your student's teachers, conference date and available conference times. Click on the Teacher name and choose a time to meet. BE AWARE Some teachers travel between campuses each day. Those teachers will be located at one location on Thursday night. Look at the teacher location and make sure you know at which campus you are scheduling the appointment. W### = West Campus, E### = East Campus, COUNS = Guidance Counselor For Guidance Counselor Appointments: If your student is in grade 09 or 10 the counselor appointment will be at the East Campus. If your student is in grade 11 or 12 the counselor appointment will be at the West Campus. **Setting appointments with guidance counselors is optional.
- 6. **Select** the **teacher**, the **date** and then **click** on the **SHOW AVAILABILITY BUTTON**. **Select** an available **time**. (See next page for illustration of these steps.)



- 7. **Click Submit button. The conference is scheduled**. It is listed in the **Scheduled Conferences** box on the bottom of the screen
- 8. **Repeat** this process for the **other teachers** with whom you wish to confer. **Remember**, you need traveling time **between appointments** <u>within the building</u> and across town if one or more teachers is located at a different campus. Under **Scheduled Conferences**, there is a <u>warning</u> if the teacher(s) are located at different campuses.
- 9. If you make a **mistake** or need to **change/cancel** a conference, please use the **UNDO BUTTON** to cancel the conference. **Click on the teacher's name** and **click the Undo** and **Confirm Undo button**.



10. If you need assistance, please call one of the following numbers **PRIOR TO** the day of the conference appointment between the hours of **8:00 am** and **3:00 pm**.

If your student's last name begins with:	East Campus (or Traveling Teacher)	West Campus (or Traveling Teacher)
A - K	KATHY SCHENONE – 630-295-5292	ALEX GAZZANO- 630-529-1675
L - Z	ELLEN KUCHARSKI – 630-295-5241	MINA FIELD – 630-295-5341

- 11. For assistance on the day of the conference, please call **630-295-5221** at **East Campus** and **630-295-5321** at **West Campus**.
- 12. After you are finished scheduling conferences for the classes that you want to visit, **print or email** the **scheduled conferences** to yourself by clicking on the **print or email button.**
- 13. Log off the system.