

# How to Schedule a Parent-Teacher Conference

Parent-Teacher conferences at Plymouth River School are scheduled online. It's quick and easy.

Simply go to: [http://ptcfast.com/schools/\\_71](http://ptcfast.com/schools/_71) Please note that there is an underscore ( \_ ) before the 71.

Select the teacher. You will need to enter your child's name, your name and an email address. Then you can select a conference time slot. After selecting a conference time, you will receive a confirmation email with a link to change that appointment time if needed. You will also receive an email reminder for that appointment.

October and December conferences will be made available beginning the first Monday of the first full week of school. Please note that you may only sign up for **one** conference per block (October/December or February/April). If you chose to set up a second conference in that same block, you must wait until after the previous conference. For example... If you schedule an October conference but also want a December conference, you need to wait until after the October conference to schedule it. Otherwise your initial October conference will be deleted in order to schedule your December conference. This applies to the February/April conference block as well.

If you do not have Internet access you may call the school office (781.741.1530) to schedule a conference.

Direct link to conference scheduler:

[http://ptcfast.com/schools/\\_71](http://ptcfast.com/schools/_71)