organizing the parent teacher conference process

Step 1

Create Account

You can create an account with our company by filling out the form below on the www.teacherreacher.com website:

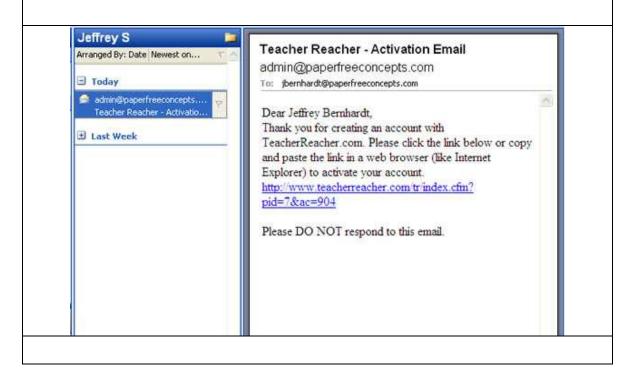
- Select your school district
- Enter your first and last name
- Enter your email address
- · Enter a password
- Check your email account for an activation email from admin@teacherreacher.com.



Activate your Account

Check your email account for an email from admin@teacherreacher.com.

Open email and click link inside.



Add Children

- Select the school
- Enter Child's Name (as registered in the school district)
- Enter the Child's birth date
- Click "Find Student"
- Select the correct student from the list below.
- Click "Add Student"
- Repeat.



Schedule Appointments Part 1

Click on the "Click to make appt." link under the **Conference** name. *Note: You can only make appointments when scheduling is open.*

Click the Scheduling Dates link to see when scheduling will be open.



Schedule Appointments Part 2

- Click on an Academic Department.
- · Click on a teacher.
- Choose an available time.
- Click the "Submit" button.
- Go back to **Step 4** and repeat

