

October 2016

Dear Wooster Township School Families ~

We are excited to begin scheduling our Fall Parent-Teacher Conferences at WTS. The Triway local Schools have moved to an online scheduling system that allows parents to schedule their own conferences.

Please follow these steps to schedule a time to meet with your child's teacher:

(For one child)

1. Please go to: **www.myconferencetime.com/woostertriway**
2. Find and click on the name of your child's **homeroom** teacher.
(Remember: all conferences are held in homerooms regardless of the child's schedule. This is where the materials will be.)
3. Select your preferred date and time.
4. Enter required information. (E-mail address is not required, but if you enter one, you *will* receive a reminder of the conference prior to the date.)
5. Click "Sign Up for Your Conference" near the bottom of the screen.
6. You're done! That's all there is to it!

(For multiple children)

1. Go to **www.myconferencetime.com/woostertriway**
2. Click on "Register for Multiple Conferences" at the top of the page
3. From the drop down menu, choose the number of students you will be registering for conferences and click continue.
4. Enter the first and last name for the first child you are signing up and click continue.
5. Complete step #4 as many times as needed.
6. Check the boxes for the teacher or teachers with whom you would like to meet. When you have finished selecting the necessary teachers, click on the button that says "Find Schedules with Common Dates."
7. The next screen shows the available dates. Select your desired date. Using the chart, check the name of the student and the desired time for each teacher, then click on "Sign Up for Selected Conferences."
8. The next screen confirms that you now have the requested date/time reserved for your parent-teacher conferences. If you entered your email address correctly, you will receive a confirmation email as well.

After you schedule a conference online, the date and time are reserved for you. If you entered your email address correctly, you will receive email confirmation of your conference.

If you are unable to sign up for a conference via your personal computer or public library, please call Mrs. Leighty at WTS 330-264-6252 to schedule by phone.

Thank you in advance for your willingness to try this new updated tool to make scheduling more efficient. If you have questions, please call the school.

We look forward to seeing you **Wednesday, November 2** and/or **Monday, November 7**

Sincerely,

Angela Carmichael
Principal, Wooster Township Elementary