

## Parent Teacher Conferences – Geneseo High School

Geneseo High School will hold Parent Teacher conferences (PTC) on Monday, November 10 and Thursday, November 13, from 4:00 p.m. – 8:00 p.m. both evenings. Scheduling for conferences will be done online by parents again this year.

Parents will log onto Skyward Family Access and choose 15-minute time slots with each teacher they wish to visit. We hope parents will appreciate the convenience of selecting their own schedule. However, those without Internet access may still call the guidance office and speak with Denise Rushing, and she will assist you with scheduling. The guidance office phone number is 945-0313.

The directions for online conference scheduling are as follows.

- Using your parent login and password, log in to Skyward Family Access.
- Select your child's name from the top pull down menu.
- On the left side of the page, click **TEACHER CONFERENCES**.
- To select a class and time, click **ALL CONFERENCES**.
- Select the class and click on the link **SELECT A TIME**.
- The entire list of available times will now show. Select a time.
- A new box will pop up confirming the teacher and time.
- Click **SAVE** to reserve the time slot.
- Repeat the above steps to schedule a conference for another class.
- Once conferences are scheduled, you can see the list by clicking on **VIEW SCHEDULED TIMES** from the main Teacher Conference page.

Parent teacher conferences are just one method for communicating with teachers about a child's progress, achievement levels, strategies for improvement, and many other related topics. Parents need not wait for PTC night to schedule a conference if they have a concern that they think needs to be addressed sooner. Staff members are available until at least 3:30 each day for a conference. If a parent prefers to call, staff members have two planning periods during the school day during which they can be reached by calling the High School office. When parents call, we commonly take a message and a phone number and ask the teacher to call the parent back at a time communicated by the parent. All staff members also may be reached at their District email account. However, parents should not plan on a teacher reading email until lunch or after school, since many staff members are not constantly checking their email during the school day. Parents may access teacher emails by going to the Directory link on the District website and choosing the appropriate staff member.

Log into Skyward Family Access and select your child's name from the top pull down.  
 On left side of page - click on Teacher Conferences  
 To select a class and time click on All Conferences

**Teacher Conferences**

**Scheduled Conferences Report**

[Print All Scheduled Conferences](#)

Jacob (Geneseo High School) [View Scheduled Times](#) | [All Conferences](#)

No teacher conferences are scheduled for this student.

Select the class and click on the link (Select a Time)

Jacob (Geneseo High School) [View Scheduled Times](#) | [All Conferences](#)

All Conferences	Status	Class	Building/Room
Period 1 8:00 AM - 8:51 AM	Not Yet Scheduled (Select a Time)	Language Arts III Emily Ericson	400 / 9
Period 2 8:56 AM - 9:42 AM	Not Yet Scheduled (Select a Time)	Algebra II Rachel Hamilton	400 / 8
Period 3 9:47 AM - 10:33 AM	Not Yet Scheduled (Select a Time)	Sociology Steve Brucher	400 / 22
Period 4A 12:00 AM - 12:00 AM	Not Yet Scheduled (Select a Time)	Chemistry Frances Hirschfelder	400 / 35
Period 5B 12:00 AM - 12:00 AM	Not Yet Scheduled (Select a Time)	US Government Garret Albers	400 / 42
Period 6 1:23 PM - 2:09 PM	Not Yet Scheduled (Select a Time)	Study Hall 9-12 Emily Ericson	400 / Commons
Period 8 7:00 AM - 7:50 AM	Not Yet Scheduled (Select a Time)	Fitness/Condition Weight Train Lawrence Johnsen	400 / Athletic Facil

The entire list of available times will now show. Select a time. A new box will pop up confirming the teacher and time.  
 Click Save to reserve the time slot. Repeat above steps to schedule a conference for another class.

**Schedule a Conference Time with Emily Ericson**

Conference Time Slots	Status	Building/Room	
Mon Nov 10, 2014 4:00 pm - 4:15 pm	Open	400 / 9	Select
Mon Nov 10, 2014 4:15 pm - 4:30 pm	Open	400 / 9	Select
Mon Nov 10, 2014 4:30 pm - 4:45 pm	Open	400 / 9	Select
Mon Nov 10, 2014 4:45 pm - 5:00 pm	Open	400 / 9	Select
Mon Nov 10, 2014 5:00 pm - 5:15 pm	Open	400 / 9	Select
Mon Nov 10, 2014 5:15 pm - 5:30 pm	Open	400 / 9	Select
Mon Nov 10, 2014 5:30 pm - 5:45 pm	Open	400 / 9	Select
Mon Nov 10, 2014 5:45 pm - 6:00 pm	Open	400 / 9	Select
Mon Nov 10, 2014 6:00 pm - 6:15 pm	Open	400 / 9	Select
Mon Nov 10, 2014 6:15 pm - 6:30 pm	Open	400 / 9	Select
Mon Nov 10, 2014 6:30 pm - 6:45 pm	Open	400 / 9	Select
Mon Nov 10, 2014 6:45 pm - 7:00 pm	Open	400 / 9	Select
Mon Nov 10, 2014 7:00 pm - 7:15 pm	Open	400 / 9	Select
Mon Nov 10, 2014 7:15 pm - 7:30 pm	Open	400 / 9	Select
Mon Nov 10, 2014 7:30 pm - 7:45 pm	Open	400 / 9	Select
Mon Nov 10, 2014 7:45 pm - 8:00 pm	Open	400 / 9	Select
Thu Nov 13, 2014 4:00 pm - 4:15 pm	Open	400 / 9	Select
Thu Nov 13, 2014 4:15 pm - 4:30 pm	Open	400 / 9	Select
Thu Nov 13, 2014 4:30 pm - 4:45 pm	Open	400 / 9	Select
Thu Nov 13, 2014 4:45 pm - 5:00 pm	Open	400 / 9	Select
Thu Nov 13, 2014 5:00 pm - 5:15 pm	Open	400 / 9	Select
Thu Nov 13, 2014 5:15 pm - 5:30 pm	Open	400 / 9	Select

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