

November 12, 2020

Dear Parents of Middle and High School Students,

The information below will provide the directions and other information you will need to sign up for our virtual Parent/Teacher Conferences on November 18 and 19.

Parents may begin scheduling conferences at 8:00 a.m. on Friday, November 13th. The link will remain open until 9 pm on Tuesday, November 17th. Because there are a limited number of conference times available during each day, signing up will be a first come, first served event.

Parent tasks to set up P/T conferences:

- Click on the school conference link that was in the school email that was sent to you or you can find it in the ‘Communication Corner’ or ‘Announcements’ section of your school’s website. The address is <https://ptcfast.com/schools/lps> in case you cannot locate it in email or online.
- Select only the teachers you need to see for your child. Click “submit”.
- Choose the option on the screen that applies to what you are scheduling.
- Fill in the fields for Student First Name, Student Last Name, your (parent) name, your (parent) email address, your (parent) email address again to confirm it, then a phone number. Click “submit”.
- Go to the email account you used to register and open the email from PTCFast that says, “Select date/time for Teacher Conference Now”.
- Click on the link in the email message that says, “Click here to select conference time”.
- Select the day and time you want to meet with each of the teachers shown on the screen.
- Scroll to the bottom of the page and click “confirm selections and exit” if you are done.

Parent tasks to access P/T conferences during your scheduled day and time:

- Open the Virtual Conference Links spreadsheet that was sent in the email with the PTCFast link and is also located on your school’s website.
- When it is time for a specific conference, refer to the Virtual Conference Links spreadsheet and locate the specific school tab at the bottom. Locate the teacher’s name and click on the corresponding link. Your name will be assigned into the waiting room/lobby for that teacher. The teacher will admit you into the conference at your scheduled conference time.
- LIVONIA VIRTUAL PARENTS: There is a tab specifically for LV parents, since our LV staff come from all LPS buildings. If your child is a Livonia Virtual student, you will find those teachers’ names under the “Livonia Virtual” tab of the spreadsheet.
- Please remember that we are running five-minute conferences to meet with as many parents as possible. Our schedule will be extremely time sensitive and both teachers and parents must adhere to the schedule.

Conferences are primarily intended for parents of students that are struggling in their classes. With our plan for virtual conferences, the number of conference time slots will be limited, and you may not be able to schedule every teacher. Please know that a teacher may be contacted through their email address through the remainder of the semester.

Daniel R. Willenborg, Director of Secondary Programs