

Dear Pottersville Elementary Families:

As parent-teacher conferences quickly approach, I am excited to announce that we are going to use an online conference scheduling system for our elementary building!

Parent-Teacher Conferences are so important in communicating between home and school. Please be sure to schedule a conference for each of your children! To schedule a conference with your child's teacher(s), go to:
http://www.ptcfast.com/schools/Pottersville_Elementary or go to our elementary web page and click on the Parent-Teacher Conference Scheduling link. Once you click that, you'll be taken directly to our conference scheduling website and will select a teacher for whom you want to schedule a conference. If you have more than one child and would like to schedule a conference with multiple teachers, you'll be able to do so after scheduling your first conference.

Please follow the step by step process:

1. Use the link above to reach the scheduling website.
2. Select your child's teacher and click continue.
3. Enter the information requested and click 'submit.'
4. You will then receive an email from PTCfast.com with a link to select the date and time of your conference.
5. **Once you select a conference time with one teacher, you may schedule a conference for another child by clicking on "Add a different student at Pottersville elementary" which is found on the left side of the site.**
6. You will receive a reminder email with the date(s) and time(s) of your conference(s).

In order to use the above process, you need to have an email address that you can receive emails from the website. If you do not currently have an email address, you may set one up for free at yahoo.com or google.com.

If you have difficulty using the online system or do not have internet access, please contact your child's teacher. They can assist you in scheduling your conference(s).

I sincerely hope you find this system as user-friendly and easy to use along with giving you the ability to pick times that work for you or make changes as your schedule changes.

If you have questions, please contact me.

Sincerely,

Mr. Dufresne