

Instruction for SignUp.com and Parent Teacher Conference

1. Go to the TECS site on SignUp.com: <http://signup.com/go/eWAOYKC>
2. Review the times listed and choose the spot you like.
3. Sign up for a time slot. You will NOT need to register an account or keep a password on SignUp.com.

If the time slot that you need for your schedule is full, please contact the front office.

(Note: SignUp.com does not share your email address with anyone. If you prefer not to use your email address, please contact us and we can sign you up manually.)

For 7th-9th grade students with C's or lower in any class, attendance at parent-teacher conferences is required; for all other students, conferences are optional. Only 5 minutes are allotted for each conference. If you think you will need more time to discuss concerns, please contact us and we will schedule a longer conference on a separate day.

Please note that ALL 6th-grade students are required to attend parent-teacher conferences. They will be given information about SEOP forms in advance from their first hour teachers. Please come with an idea in mind as to specific goals the student would like to accomplish for the year.

Thank you in advance for your attendance. We are excited to discuss your student's progress and hope that you will benefit from this meeting as well. Thank you for supporting your children in their educational goals.

How Do I Make Changes To My Spots Or Cancel My Shift?

1. Reenter your SignUp through the link in your confirmation/reminder email or through the original invitation. (search your inbox for a message from '**mail@signup.com**')
2. Click **My Spots** to see just the spots you have signed up for. (see screen shot below)
3. Click on the Spot you wish to change/remove
4. Choose to Edit or Remove your commitment.
5. Make adjustments or sign up for different items until you have the spots you want. Click **Done** at the top of the page. all set!