

## **Conferences Scheduling**

\*Conference online scheduling starts today, Friday, February 1 at noon.

\*For those families who don't have internet you can schedule your conferences with your classroom teacher/s or with Marie Skeates 651-425-5601 in the office.

\*The link for Red Rock's online scheduler is

- [www.ptcfast.com/schools/Red\\_Rock\\_Elementary](http://www.ptcfast.com/schools/Red_Rock_Elementary)
- (note that there is an underscore between Red\_Rock\_Elementary)

\*Parent sign-up process.

- Enter this link [www.ptcfast.com/schools/Red\\_Rock\\_Elementary](http://www.ptcfast.com/schools/Red_Rock_Elementary)
- Pick your conference(s), then register name and contact information. This creates a registration for each conference.
- You will receive a confirmation email with a link to choose appointment times for your student's conference(s).
- If you have not received that follow-up email within about an hour we suggest you check your spam filter to see if it has put the email in a folder (typically called JUNK or SPAM.)
- Please leave at least 15 minutes between your student's conferences.