

Virtual Family-Teacher Conferences will be January 22, 2021, 8:00am - 4:00pm

As in the past, we will be using the online conference scheduler, PTCFast, to set up Family-Teacher conferences.

How do you sign up for a virtual Family-Teacher conference?

- *On January 8, 2021 at 8:00 a.m. through January 20 at 10:00 p.m.* for Kingsley Family-Teacher Conferences.
- If you do not have Internet access, please call the guidance office at 309- 557-4899 to set up your conference.

How does PTCFast work?

- PTCFast will ask you to enter your email address, student's name, and your name.
- PTCFast will email you an invitation to sign up for Family-Teacher conferences. When you click on the link provided in the PTCFast email, you will be able to select the conference(s) that you would like to sign up for.
- To meet with exploratory, PE, and music teachers, please sign up for a separate conference with them.

How will I get the link to the virtual Family-Teacher conference?

- After you select the preferred conference(s), you will receive a confirmation email from PTCFast.com ***with the virtual Family-Teacher Conference link. Save this email because it includes the link that you will use on Family-Teacher Conference day to meet virtually with teachers. It is the only email you will receive with the video conference link.***
- **What if I can't find my Family-Teacher conference link?** Click [here](#) for help!

Need to change something or need help?

- With PTCFast.com, you have the ability to schedule, change, or cancel your Family-Teacher conference until January 20, 2021 at 10pm.
- Need help with PTCFast? Please call the guidance office at 557-4899.