

Foothills Elementary
Parent/Teacher Conferences
March 21 and 22, 2018

This year Foothills Elementary is using myconferencetime.com for scheduling our Parent/Teacher Conferences. On March 7th, conference schedules will be open at 4:00 p.m. to allow parents to select a date and time for their child's conference. Go to myconferencetime.com/fhe to select a date and time for your conference and sign up. The link also will be available on the Foothills Elementary homepage.

Wednesday, March 21, 2018—4:20 p.m.-8:00 p.m.

Thursday, March 22, 2018—8:00 a.m.-8:00 p.m.

Parent-Teacher Conferences are opportunities for teachers to share information with parents or guardians about their student. Allowing students or others access to student's grades, educational records or related private information may violate the requirements of the Family Educational Rights and Privacy Act (FERPA) regarding personally identifiable information. Therefore, we cannot share educational information with anyone other than parents or guardians unless a parent is present. If you plan to have a stepparent or someone else attend your child's conference in your absence and the stepparent is not indicated as a guardian in Infinite Campus, you will need to complete a Written Consent for Disclosure of Educational Information to Third Party form and have it notarized. This form is available in the Foothills office.

To schedule your preferred time for your Parent-Teacher Conference:

1. Go to www.myconferencetime.com/fhe
2. Click on the name of your child's **homeroom teacher only. (If your student is in the Spanish immersion program and shares two teachers, you will conference with your child's homeroom teacher).**
3. Select the desired date/time for your conference by clicking on "Sign Up"
4. Enter the requested information
5. Click Sign Up for Your Conference

Conferences must be scheduled by 12:00 a.m. on March 19th, 2018.

If you have **more than one child attending our school**, click on "**Register for Multiple Conferences**" above the list of teachers and follow the prompts to schedule a conference for each child.

After you schedule a conference online, the date and time are reserved for you. If you entered your email address, you will receive email confirmation of your conference.

Thank you for supporting your child by attending Parent/Teacher Conferences.