## Once logged into OptionC, please go to Office > Teacher Conferences.

Option 🗃 🛛 Notifications 🖸								
A	Student	© Office	Section 2010	n 🥥 Faith	Support			
▲ Family » Dash Dashboa		💲 Billing						
		Calend	dars ct Information	te.				
		La Family	Profile					
		Studer	nt Profile	TODAY'S ATTENDANCE				
		🛒 Lunch	Orders	Not Recorded			Future 0 Missing 0	
		E Teacher Conferences		Parent/Teacher Conferences			Late 0	

Click the Dropdown and Select a Timeslot for your Conference.

## Teacher Conferences | Schedule your teacher conferences

## Open the conference attendees/notes automatically when I select a conference time.

Teacher Conferences							
Student	Teacher	Conference Time		Name	Description		
Cha, John	Baptist	(not scheduled)		Fall Conferences	All Conference Requests must be made by January 15th		
Cha, Alison	Bean	(not scheduled)	۹	Fall Conferences	All Conference Req	uests must be made by January 15th	
	1/14/15 9:00AM - 9:20AM 1/14/15 9:25AM - 9:45AM			Click the Dropdown and Select a Timeslot			
		1/14/15 9:00AM - 9:20AM 1/14/15 9:25AM - 9:45AM 1/14/15 9:50AM - 10:10AM	Click the Dro Select a	opdown and Timeslot			

Place a Check Mark by those Relatives who will Attend the Conference. You may also Enter any Notes for the Teacher.



You will be returned to the Main Teacher Conference. To View Notes and Attendees Click on the Paper and Pencil Icon.

Teacher Conferences Schedule your teacher conferences								
Changes to your conference time will be saved automatically. However, it is possible there may be a conflict with the time you selected. If this happens you will be informed and asked to select a different time.								
Open the conference attendees/notes automatically when I select a conference time.     Click on the P     and Pencil I								
Student	Teacher	Conference Time	Name	Description	<b>↓</b>			
Cha, John	Baptist	1/14/15 10:40AM - 11:00AM	Fall Conferences	All Conference Requests must be made by Attende	es and Notes			
Cha, Alison	Bean	1/14/15 12:20PM - 12:40PM ×	Fall Conferences	All Conference Requests must be made by January 1	5th 📝			

