Accessing Teacher Conferences on the Family Portal
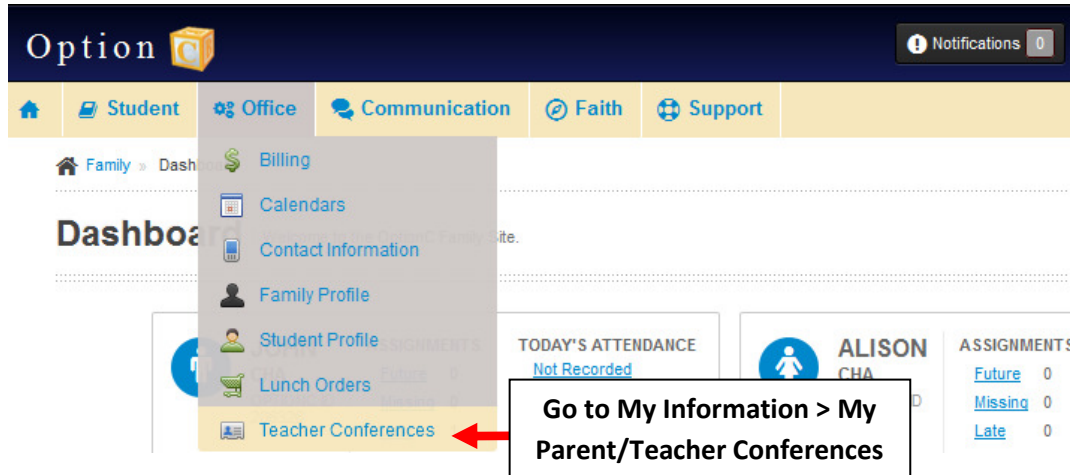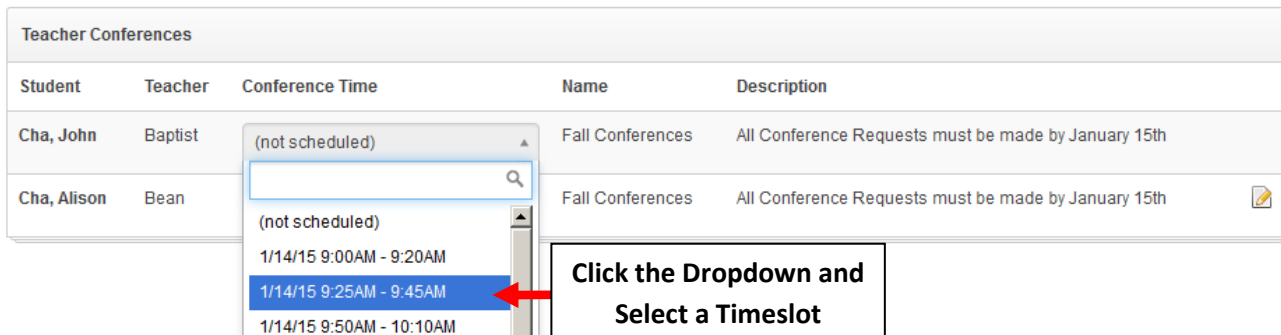
Once logged into OptionC, please go to Office > Teacher Conferences.
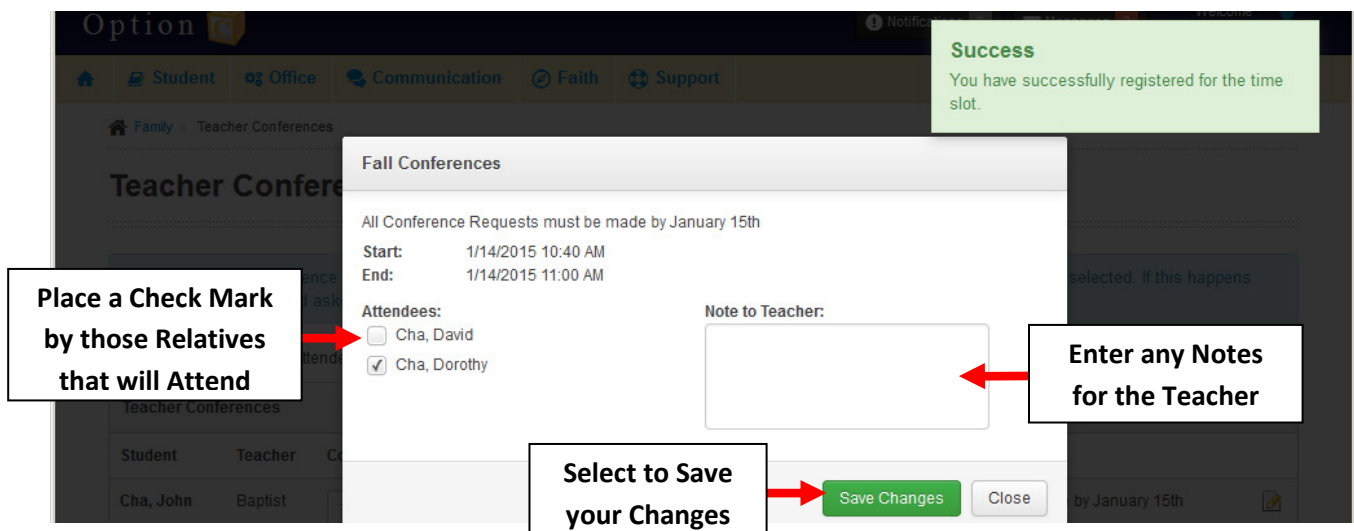

Go to My Information > My Parent/Teacher Conferences

Click the Dropdown and Select a Timeslot for your Conference.

Click the Dropdown and Select a Timeslot

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

Place a Check Mark by those Relatives that will Attend

Enter any Notes for the Teacher

Select to Save your Changes

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.

Teacher Conferences

Student	Teacher	Conference Time	Name	Description	
Cha, John	Baptist	1/14/15 10:40AM - 11:00AM ▾	Fall Conferences	All Conference Requests must be made by J [Attendees and Notes]	🖊
Cha, Alison	Bean	1/14/15 12:20PM - 12:40PM ▾	Fall Conferences	All Conference Requests must be made by January 15th	🖊

Click on the Paper and Pencil Icon

Generated by Option C ™