

Parent Quick Start Guide

Scheduling Your Conferences

1. Open parent PowerSchool account:

[Parent PowerSchool Login](#)

2. Go to the small arrow in the top right hand corner of the screen, you will be given a list of Applications, click PowerPTC

3. Click on Conference Schedule.

4. Select the date you would like to schedule your appointments on.

5. Select a starting time for your appointments.

6. If you would not like to attend conferences with certain courses, uncheck the box under the Schedule column.

7. Click Build Your Schedule Now!

8. Finally, click Print Schedule to create a hard copy of your parent-teacher conference schedule.

9. If you are scheduling for more than one student, you can switch the Active Student you are scheduled for by clicking on the Change Student link from the left-hand menu.