

Parent-Teacher Conferences are set for Tuesday, February 20 and Thursday, February 22 from 4pm-7:30pm. To schedule a conference with your child's teacher, Special Education teacher, Speech teacher or ELL teacher you will need to use the online scheduling system [TEESO](#). The scheduling window is open February 12 at 12:01am and will close at midnight on February 18.

We are requesting that you select the same time for all conferences for your child who receives special education services, and/or speech services, and/or ELL services at Forest Glen. In order to do this, you will need to log in to TEESO and **1)**select your child's teacher from the list of teachers and select the date and time that shows available which also fits your schedule **2)**next select your child's Special Education teacher, Speech teacher or ELL teacher and select the same time from their schedule you had selected for the teacher's conference

NOTE: YOU WILL GET THE WARNING MESSAGE LISTED BELOW: Select the Double Book Me option.**3)**Continue until you have scheduled all necessary teachers. Note: **DO NOT** schedule the same time for Art, Music or PE teachers. Please schedule a separate conference for each of these teachers if desired.

Msg: **Warning! You are requesting an appointment that conflicts with another appointment on your schedule.**

Conflicting Time Slot(s):

Time Slot	Teacher	Student
Tuesday, February 20 04:00 PM	Teacher Name	Student's Name

## What would you like to do?

[Double Book Me!][Go Back and Try Again]

Time Slot	Parent	School	Teacher	Student
04:00 PM	Your name	Forest Glen Elementary School	Special Education Teacher Name	Student Name
04:00 PM	Your Name	Forest Glen Elementary School	Speech Teacher Name	Student Name
04:00 PM	Your Name	Forest Glen Elementary School	Teacher Name - Room: 26	Student Name