Parent-Teacher Conferences are set for Thursday, October 19 and Tuesday, October 24 from 4pm-7:30pm and Thursday, October 26 from 8am-11:30am. 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 October 9 at 12:01am and will close at midnight on October 17.

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 eacy 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 October 23, 2012 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