

# How to sign up for a Parent/Teacher Conference

**Conference sign-up begins on Monday, February 12**

**Deadline date for conference sign-up is**

**Sunday, February 18 at 11:59 PM**

(after this date, you will need to contact the school office at 662-7958)

Parent/Teacher Conference dates and times for Forest Glen Elementary are as follows:

- **Tuesday, February 20 from 4:00—7:30 PM**
- **Thursday, February 22 from 4:00—7:30 PM**

1. Access the Forest Glen homepage at <http://www.teeso.com/hssd/>

2. Enter your username and password:

Username: Your primary email address that you provided us with at the beginning of the year during your New or Returning Student Registration process.

Password: your unique password you created or the original, generic password of hssd

**It is strongly suggested that once you are logged in, that you change your password for confidentiality purposes. Choose a password that is familiar to you and that you will remember. Write down your password.**

Click on the “Log Me In” button

## Troubleshooting Tips

- If your email address doesn't work, try your work or spouse's email address
- If you do not have access to a computer (home, work or the public library), you are welcome to come to Forest Glen and use our kiosk in the office. If you do not have an email address or you did not provide us with one, please call 662-7958, and a secretary will schedule a conference for you.

4. ☒ **Forest Glen Elementary School** Make sure this box is checked
5. Hover over the HSSD Conferences arrow to the left of the page and click on “Sign-up”
6. Click on the Teacher name. Make sure you have selected your child's classroom teacher first before selecting other staff members. Scroll down to see a list of available dates and times. Decide which time and date works for you and click on the “Available”.
7. Once you take that date, you're all set!

After you are **done** with scheduling conferences:

- Click on “View/Print Family Schedule” at the top of the page. This will give you confirmation times and teacher's name of all conferences that are scheduled
- **Print this out** and bring with you on the night of your conference for your reference

If you wish to **cancel** or **change** a conference prior to February 18:

- Log in to the conference sign-up system
- Click on the “Family Schedule”
- Click on the time that you are currently scheduled to cancel and/or click on a new time to make a change.
- Call the school office at 662-7958 if needing to change/cancel AFTER February 18.



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