

# ***GREEN HILLS SCHOOL***

## PARENT PORTAL

### PARENT/TEACHER CONFERENCE SCHEDULING PROCEDURES

The following steps should be followed to schedule your conference appointments:

- Sign into Parent Portal
- Click on Teacher Pages (left column)
- Click on *Schedule Conference* (right of teacher's name)
- Click the round circle next to the time you want
- Click Request Conference (below)

Once you have scheduled all of your conferences you can ***Click on View Conference Schedule*** (bottom right of teacher page)

**PLEASE NOTE:** If you need to make any changes to your conference schedule, please contact the appropriate teacher. If you need to meet with any office professionals (i.e.: Principal, Guidance, Speech, etc.) please contact the appropriate office.