

GREEN HILLS SCHOOL

PARENT/TEACHER CONFERENCE SCHEDULING PROCEDURES

Follow the steps below to schedule your conferences.

Sign into Parent Portal

- Click on **Teacher Conferences** (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.