# Parent View for Scheduling Conferences in RealTime

1. Log into the RealTime Parent Portal
2. Click "Teacher Pages"
3. Click on "Schedule Conference" with your child's teacher (s)

   **\*You can choose any subject, but you can only schedule 1 conference per teacher**

## Jefferson Township Schools
### Falcon Pride

**2**

| | | |
|---|---|---|
| Homepage | | |
| **Teacher Pages** | | |
| Homework | | |
| Schedule | | |
| Daily Attendance | | |
| Gradebook | | |
| Grades | | |
| Honor Roll | | |
| Discipline | | |
| Food Services | | |
| Contacts | | |
| Documents | | |
| District Info | | |
| Transportation | | |
| Correspondence | | |
| My Account | | |
| Logout | | |

Arthur Stanlick Elementary School   Grade: 03   Year: 2015-2016   Student ID:

HR Teacher: Joy Lorenzo - 107   Counselor: Lyndsay LaConti   Daily Attendance: Present

**Marking Period: 3 ▾**   Teacher Pages

| Title | ID | Section | Teacher | Room | Teacher Page | Conferences |
|---|---|---|---|---|---|---|
| Homeroom | | | Joy Lorenzo Brooke Lapszynski | 107 | Teacher Page | |
| Art | 603 | 05 | Denise Morando | 100 | Teacher Page | |
| Enrichment | 663 | 05 | Barbara Platz | 307 | Teacher Page | |
| General Music | 623 | 05 | Janice Fisher | 155 | Teacher Page | |
| Health | 503 | 05 | Joy Lorenzo | 107 | | Schedule Conference **3** |
| Mathematics | 203 | 05 | Joy Lorenzo | 107 | Teacher Page | Schedule Conference |
| Media | 613 | 05 | Susan Mathiasen | 303 | | |
| Physical Education | 643 | 05 | Emily Nimmo | 150 | Teacher Page | |
| Reading | 113 | 05 | Joy Lorenzo | 107 | | Schedule Conference |
| Science | 303 | 05 | Joy Lorenzo | 107 | | Schedule Conference |
| Social Studies | 403 | 05 | Joy Lorenzo | 107 | | Schedule Conference |
| Spanish | 653 | 05 | Nicole Kennedy | 306 | Teacher Page | |
| Word Work | 123 | 05 | Joy Lorenzo | 107 | | Schedule Conference |
| Writing | 103 | 05 | Joy Lorenzo | 107 | | Schedule Conference |

View Conference Schedule

4. Click on the time you want for the conference
5. Click "Request Conference" after your choice has been selected

### PTC Schedule for Joy Lorenzo

**Available Conferences**

4/20/2016
- ○ 10:00 AM - 10:10 AM
- ◉ **10:11 AM - 10:21 AM**  **4**
- ○ 10:22 AM - 10:32 AM
- ○ 10:33 AM - 10:43 AM
- ○ 10:44 AM - 10:54 AM
- ○ 10:55 AM - 11:05 AM
- ○ 11:06 AM - 11:16 AM
- ○ 11:17 AM - 11:27 AM
- ○ 11:28 AM - 11:38 AM
- ○ 11:39 AM - 11:49 AM
- ○ 11:50 AM - 12:00 PM

**5** Request Conference

No conference has been requested.

**Example of scheduling a conference**

### PTC Schedule for Joy Lorenzo

**Requested Conference**

4/20/2016 ☑ 10:11 AM - 10:21 AM  Pending

**\*If you need to reschedule, please call the school.**