



Tolland High School

One Eagle Hill • Tolland, Connecticut 06084 • 860-870-6818 • www.tolland.k12.ct.us

October 24, 2016

Dear Parents/Guardians,

We look forward to seeing parents/guardians and students at our Tolland High School parent/teacher conferences **on Thursday, November 3 from 11:30 a.m. to 3:00 p.m.** This is the first year that we are inviting parents/guardians to attend conferences. Students are welcome to attend with their parent/guardian. The purpose of the conference is to allow for brief interactions focusing on student academic performance to date.

Since the first quarter will soon be ending on Wednesday, November 2, the halfway point of the first semester marks a significant time to have a conversation about your child's progress.

To schedule a conference time with one or more of your child's teachers and school counselor, you can access our online sign up called SignUpGenius via our school website by clicking on the yellow sign up button on the left side of our home page under a parent/teacher conference message in our announcement section. Otherwise, you may click on the following link to access the site: [SignUpGenius](#).

Depending on your browser and how you access the site, one of two different pages will appear. The next page of this document provides screenshots and directions for signing up. Each parent/teacher conference will be five minutes in duration. Conferences with your child's school counselor will last 10 minutes. When you sign up for each conference, **you will be required to enter your name as well as your child's name in the comment box.** To allow for adequate "passing time" from one room to the next, it is suggested that you **do not sign up for back-to-back appointments.** For example, if you sign up for an 11:30 conference with an art teacher, you should not sign up for another conference with a teacher until the 11:40 time slot.

Signups will continue through the evening of Monday, October 31. Reminders will be sent from the program to the e-mail address provided two days prior to the conference date.

To keep things running on time the five-minute time slots must be maintained. If you feel you need a longer conference, please arrange to meet with the teacher at another mutually convenient time.

Thank you and we look forward to seeing you on Thursday, November 3.

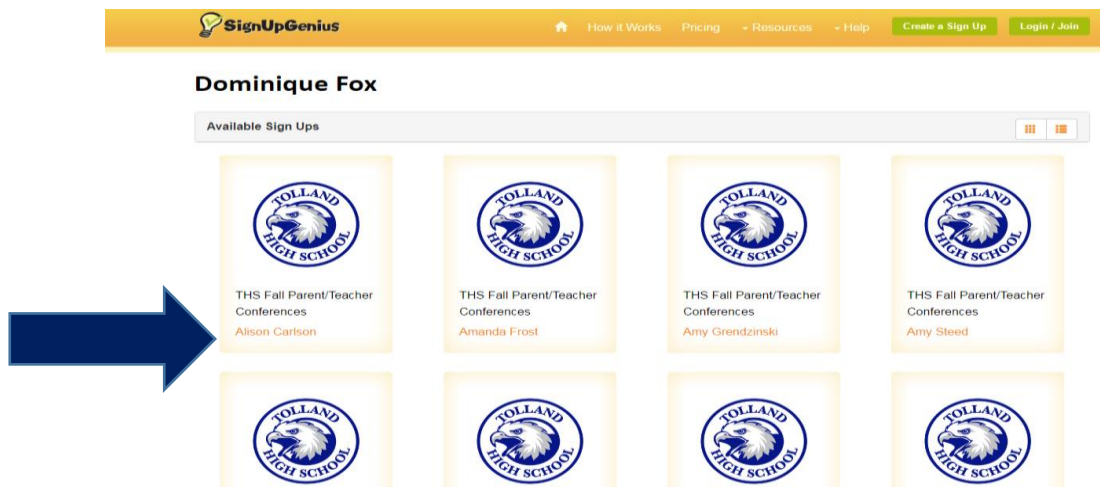
Sincerely,

Dominique Fox

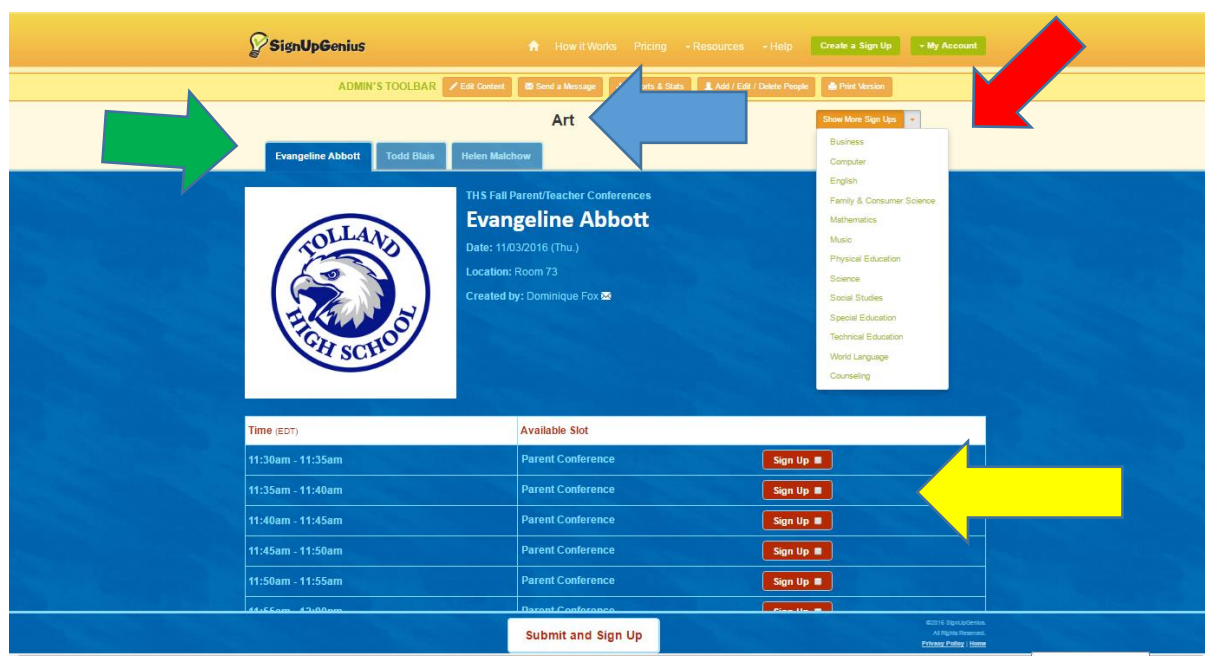
Principal

THS SignUpGenius Directions:

- 1.) Depending on your web browser and how you signed in, your first page may look one of two ways. If it looks like below, please just click on any teacher's name (navy blue arrow) in one of the boxes:



- 2.) ...or it could look like this. A teacher's page on SignUpGenius will look like the picture below. The name of the department is located at the top of the page in the middle (light blue arrow). On the right side of the page, you will see an orange button which reads, "Show more sign ups." Clicking on that button (red arrow), allows you to select different departments to access other teachers. As many departments have multiple teachers, click on the appropriate teacher tab (green arrow) to access your child's first semester teacher. Select an available time slot (yellow arrow) by checking the box across from your time. Hit the "Submit and Sign Up" key at the bottom of the page.



- 3.) Once you hit the "Submit and Sign Up" button, you will be directed to another page (below) which asks you to enter both a parent name and the name of the student.

- 4.) If you made a mistake, you may hit the cancel button (purple arrow) at the bottom of the page if you make a mistake. If you would like to proceed, please make sure to hit the red sign up button located to the bottom left (black arrow).

SignUpGenius

THS Fall Parent/Teacher Conferences

Evangeline Abbott

Sign Me Up For:

Date (mm/dd/yyyy - EDT)	Available Slot	Qty	Parent's Name *
11/03/2016 (Thu) 11:30am-11:35am	Parent Conference	1	

* Parent's Name is required.

You are logged in as: Dominique Fox ([This isn't me](#))

☐ Display an alternate name (like a child or spouse's name) on the sign up page.

Note: A confirmation email will be sent to the email address associated with the account.

Additional Info:
Dominique Fox has asked that you also provide the info below. Your answers will not be displayed publicly.

Name of Student: *

SIGN UP NOW! **CANCEL**

- 5.) Hit “Return to sign up” at the bottom of the page to sign up for another conference. If you select the button to the left of it, it will bring you back to the Tolland High School website.
- 6.) You will receive a confirmation email which contains information about the date, teacher’s name, room number, and time. Two days prior to the conference, you will receive a reminder email.
- 7.) Please note that Mr. Shea and Mrs. Hoyt will not be available for conferences on that day.

SignUpGenius

Thank You!

Your sign up has been added. A confirmation email with an attached iCalendar file has been sent to you.

You signed up on the "Alison Carlson" page for Parent Conference on 11/03/2016 (Thu.) 11:30AM- 11:35 AM EDT at Room 135.

Add To Your Calendar!

Outlook Mac iCal Google Calendar

Back To Website **RETURN TO SIGN UP**

USE IT FOR
[Home & Family Sign Ups](#)
[School Sign Ups](#)
[Sports Sign Ups](#)
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- 8.) Should you have any questions, please feel free to email Mrs. Fox at dfox@tolland.k12.ct.us.