



After you click the **Accept This Schedule** button, the confirmed parent teacher conference schedule will be displayed, which you can print or Email to yourself if you wish.

It is strongly suggested that you print out a hard copy of the schedule and bring it with you to your conference(s).

You may now close this browser window, or proceed to the website of your choice.

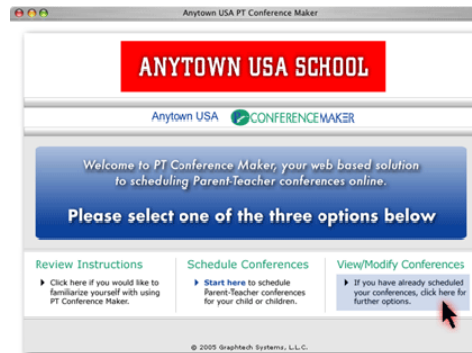


Additional Features:

You have the ability to make changes to a previously scheduled conference.

- View or Modify Conferences

Follow instructions on each screen.



Help Lines

Registration begins 10/26—7:00 AM and closes 11/2—5:00 PM

High School HELP line: 847-438-5155

North HELP line: 847-719-3600

South Help line: 847-540-7070

District 95 HELP line: 847-540-3420



CUSD95

Registration Dates:
October 26—7:00 A.M. — November 2 —5:00 P.M.



2009 Parent Teacher Conference Maker Instructions

**Lake Zurich High School
Middle School North
Middle School South**

www.lz95.org

Detailed instructions are available on each school's website

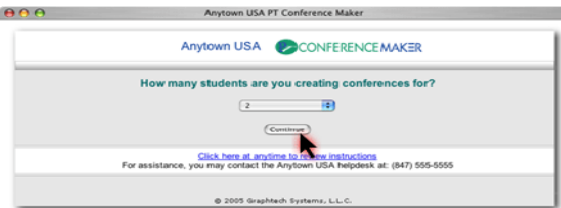
Conference Web Sites:

- High School:
<http://www.lz95.org/lzh>
 Middle School North:
<http://www.lz95.org/msn>
 Middle School South:
<http://www.lz95.org/mss>
 Click on Parent Teacher Conference Registration.

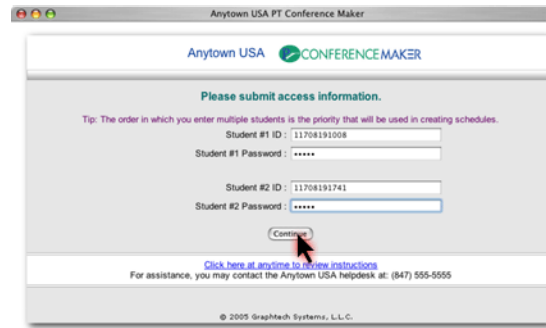
Please note: if you have more than one child in different schools, you will have to go to each school's website to register.



The first step in scheduling parent teacher conferences for your child or children is clicking the **Start here** area on your school's PT Conference Maker homepage.

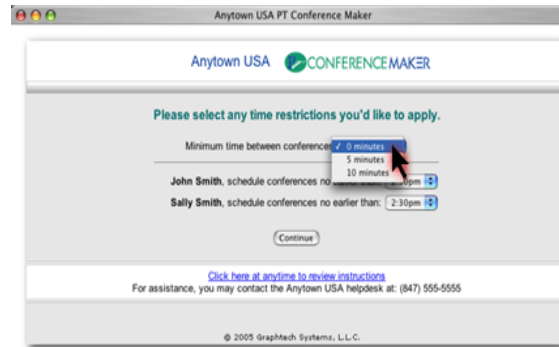


You will then be asked how many students you are creating conferences for. This is the number of children you have enrolled at the school.



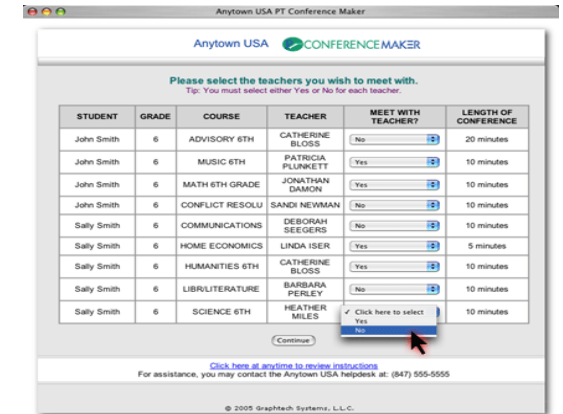
You will next be asked to submit access information for each student. Enter your student's ID number in both the ID and Password boxes. After you type in this information, click the **Continue** button.

You will be asked to select any time restrictions you'd like to apply.



The minimum time between conferences gives you a minimum break between conferences. If you are provided with a list, selecting the smallest time will result in the best possible conference schedule. This option will not show up for all schools.

Also on this page is the option for restricting the start time for conferences for each child. Leaving this set to the default will yield the best possible conference schedule, however you can adjust it if you aren't available before a certain time.



Information regarding your child's or children's enrollment will now be displayed.

Select either Yes or No from the list for each course, to specify if you wish to meet with that particular teacher.



The PT Conference Maker system will then create the best possible conference schedule based on your previous selections.

CAUTION: Failure to click **Accept This Schedule** will result in lost conference times.