WKHS Parent Teacher Conferences will be held **Wednesday, October 23, 2019 from 5:00-8:40 p.m. AND Monday, October 28, 2019 from 3:30-7:10 p.m.** All conferences can be scheduled online beginning **Monday, October 14, 2019** by following the steps below.

**INSTRUCTIONS FOR SCHEDULING ONLINE**
(please read through all of the steps before beginning with Step 1)

1. Go to [https://ptcfast.com/schools/Worthington_Kilbourne_High_School](https://ptcfast.com/schools/Worthington_Kilbourne_High_School) This will take you to the WKHS Conference Scheduler. Click on the teacher with whom you would like to set up a conference.

2. Sign up by entering your student's last name, first name, your name, and your email address, then click **SUBMIT**.

3. The next screen will direct you to check your email inbox for a message with the subject **Select Date/Time for Teacher Conference Now**.

4. Open the email and click on the link to select conference time. If you do not receive an email, please check your junk/spam folder. **NOTE: YOU MUST FOLLOW THE LINK IN THE EMAIL IN ORDER TO FINISH THE SIGN-UP PROCESS!**

5. The link will take you to your **TIME PICKER**. Available time slots will appear on this page. **If there are no available appointments that suit your schedule, please email the teacher directly.** To find contact information for the teacher you wish to reach, please log on to [www.worthington.k12.oh.us](http://www.worthington.k12.oh.us) and choose "Contact Us" from the "Our School" drop down menu. You can then click on "Staff Directory" to the left of the page. Email addresses and voicemail numbers for teachers are listed alphabetically.

6. After submitting your time slot, you will be prompted to finish, schedule another appointment for the same student, OR register another student. Once you have completed your registration(s), you will receive an email confirming the date and time of your conference(s) and a link by which you may change your date/time should you need to do so.