



Woods Elementary School

700 Teague Avenue, Clovis, CA 93619 (559) 327-8800

October 10, 2019

Dear Parents/Guardians:

It is time for parent/teacher conferences at Woods Elementary. We would like you to schedule a parent/teacher conference to discuss your child's progress this year. This will enable the parents and teacher to exchange ideas and information that will be helpful in planning for the child's future educational success.

Our school is using PTCFast.com to make signups as convenient as possible this year. This will allow families with multiple students an opportunity to sign up for multiple teachers at one time or if you only have one child attending Woods, you can sign up here as well.

You will first enter the following web address into your browser window:

https://ptcfast.com/schools/Woods_Elementary_1

**You can also find the link on our school website.*

You will be directed to the PTCfast Woods Elementary Parent Conference Scheduler. You will select one or more teachers to schedule a conference with and hit submit. If you select one teacher, you will be directed to a registration form to enter information for one child. If you selected more than one teacher to schedule conferences, on the next screen, you will select "conferences are for more than one student." You will then see the teachers you selected and may enter each student name for that teacher. Select "done with names; proceed to registration."

On the registration page, you will enter Students first name, your name, and email address. Once you hit submit, you will see the following information:

"Thank you for registering. Please check your email at the address you provided. You will find an email with the subject header "Select Date/Time for Teacher Conference Now". Just press the link in the email and you will be able to pick a time slot for the conference. Note: Email in most instances is delivered immediately, please allow up to 10 minutes. You might also check your Spam folder."

You will look for email from PTCfast.com and select the access link.

A web browser will open with teacher(s) schedule of available times and you can select one date and one 20-minute block on one or more teachers from the available times. Select "confirm selections and exit." You should receive a reminder email with your appointment date and time. It may seem like a few steps, but it is very easy.

We hope that it will be convenient for one or both parents to attend the conference. If you need additional information, please email your child's teacher. Thank you for your time and support to help provide a successful learning opportunity for your child.