



February 12, 2018

Dear Parent(s) or Guardian(s):

Pleasant Valley Junior High School will be using the PTC Fast Online Scheduling program for Parent-Teacher conferences for the 2017-2018 school year. The online scheduling system will allow parents to select the time to meet with teachers that is easy and convenient for them. The scheduling window will open up on Monday, February 12th at 7:00 pm and will remain open until the day before the conference. The junior high will hold conferences on Thursday, February 22nd from 3:30-7:30.

Please use the following steps located below.

- **If you have access to a computer please enter the following link:**
 - https://www.ptcfast.com/schools/Pleasant_Valley_Junior_High
- **At that web address, you will be asked to choose the teachers you would like to meet with. After submitting your choices it will ask for your student's first and last name, your email address and name.**
- **Please note: if you have two students with the same teacher, you will have to schedule appointments for each student.**
- **To confirm your identity and email address, PTC Fast will send you a confirmation email.**
- **Click on the link in the email to see a screen showing all available times for your parent-teacher conference. Click on whichever time is most convenient for you.**

Automatic Reminders

- **The system will send you a confirmation email with the date and time you have reserved. That email will include a link that allows you to change your appointment time, if you need to.**
- **The system will send you a reminder a few days before your conference.**

If you do not have access to a computer, please call the Junior High on Monday, February 12th to schedule your conference. Please dial 563-332-0200.

The conferences will be scheduled for 5 minutes in length and we ask teachers and parents to keep to the time allotment so it does not impact other schedules. To further assist with keeping conferences on schedule, please do not schedule back to back conferences. You will need travel time between classes for each conference. We appreciate your cooperation!

Please feel free to contact the Main Office at 563-332-0200 with any questions.

Thank you,

**Jason Jones
Dean of Students**

- **Conferences will be held in individual teacher rooms, unless otherwise noted.**
- **If a longer conference is required, we ask that you schedule this time with the teacher**
- **We ask that you print and bring your son's/daughter's schedule with you to conferences or have access to it via parent portal**
- **There will be no after school activities held on the days of conferences**
- **Students should leave school after 8th period on the conference days**