

Dear Parents/Guardians,

Parent-Teacher conferences are scheduled this fall on Monday, October 28th and Tuesday, October 29th from 3:00 to 7:00 p.m. To set up a conference, you will need to use the scheduling system that is found within the [JMC Parent/Family Portal](#)

Scheduling opens Tuesday, October 15th and will close at the end of the school day Tuesday, October 22nd. Conferences will be scheduled as **in-person** meetings. If you wish to only receive an email summary from your child's teacher(s), do not schedule a time; simply email your child's teacher directly asking for this information.

ELEMENTARY PARENTS:

Please note that Mrs. Campbell (PE), Mr. Stinman (Music), Mrs. Weis-Schnepel (Art), Mrs. Nelson (Library), Mrs. Currin (Counselor), Mrs. Endriss (TAG) and Mrs. Miller** (Band) will be holding open-house style conferences so it is not necessary to schedule a time. *Mrs. Endriss will only be in the Elementary School on Monday from 3-7. **Mrs. Miller will only be in the Elementary on Tuesday from 4:30-7:00 p.m.*

MS/HS PARENTS:

Please note that Mrs. Endriss (TAG & Computer Science) and Mrs. Miller (Band) will be holding open-house style conferences so it is not necessary to schedule a time. Mrs. Endriss will only be in her Middle School classroom on Tuesday from 3-7. Mrs. Miller will be in her high school classroom on Monday from 3-7 and Tuesday from 3-4:30.

Follow the instructions below to schedule your conference date(s) & time(s) in JMC:

Log into the [JMC Parent/Family Portal](#).

Select "Teacher Conference Scheduler" from the menu along the left side.

Select conference date from the drop-down menu under each of your children (you have to choose your child(ren) from the drop-down menu)

Select an available time to meet with your child's teacher(s). The selection will automatically save. *All teachers that are assigned to conference-available courses in which your child is enrolled will be listed. You can see a list of their courses in the Academics → Schedule menu found along the left menu.*

Selecting “Print” will generate a PDF file to save or print your appointment times and details.

Teachers will send an email to parents before conferences, confirming final details.

PLEASE MAKE NOTE: If you are using a web browser on your mobile device, it may be best to switch to DESKTOP mode for easier functionality (see screenshot below showing where you’ll find the “desktop” option).



If you need more help, you can watch a video made by JMC with step-by-step instructions. Click [here](#) to start the video at the portion for JMC Family Conference Scheduling.