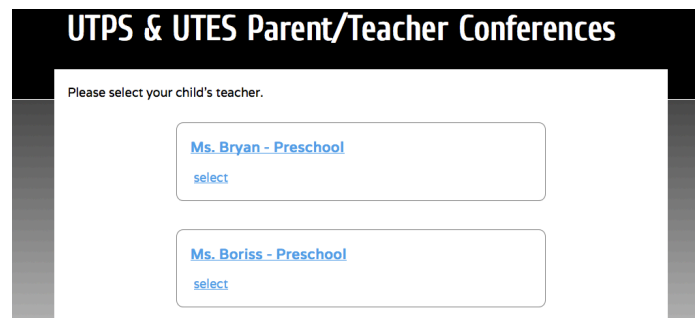


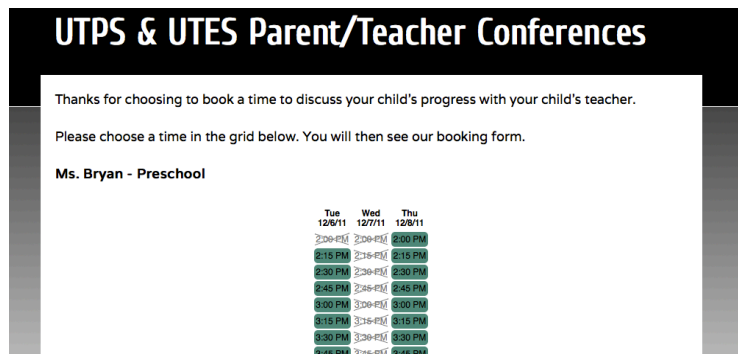
Conference Tips

Online Scheduling Directions

1. Open your Internet browser and go to the District's website (upperschools.org), then select your child's school from the top. Click on the "Parent Teacher Conference" link on the left hand side of the page and you will see the following:



2. When you click on the name of the teacher in which you desire to schedule a conference, the following information appears:



3. Click on the date and time that you wish to conference; avoiding those slots that have been marked with an "x".

4. Complete the text boxes and enter the security text (in this case, "EYRAG"). Click, "Confirm Booking" to complete the process.

The screenshot shows a web form titled "UTPS & UTES Parent/Teacher Conferences". The form contains the following elements:

- A message: "You are about to book a time to discuss your child's progress with his/her teacher."
- A horizontal line.
- Time and date: "Tuesday, December 6, 2011 2:15 PM"
- Fields for "Parents name:" and "Your Child's name:" with red asterisks indicating required fields.
- A field for "Please enter your Email address:"
- A horizontal line.
- Team information: "Team: Ms. Bryan - Preschool"
- A security code field labeled "EYRAG" with a box for the user to enter the code.
- An "Enter Text:" label above the security code field.
- Two buttons: "Confirm Booking" and "Cancel".

The screenshot shows a confirmation page titled "UTPS & UTES Parent/Teacher Conferences". The page contains the following text:

- "Thanks for booking a parent-teacher conference."
- "Please make sure you arrive in plenty of time!"
- Start: December 6, 2011 2:15 PM
- Duration: 15 minutes
- A paragraph: "If you need to cancel or make any changes please call or write your child's teacher. If you supplied an e-mail address, you will receive a confirmation of the conference along with a link to cancel, if needed."

5. If you provided an e-mail address, you will receive an appointment confirmation e-mail, a reminder e-mail the day before the scheduled conference and a link to cancel or reschedule a conference.

Congratulations on successfully booking your conferences
and enjoy your meetings...☺