

Parent Conference Online Instructions:

- Link to the Lower Merion High School Conference Online Scheduler at: www.lmsd.org/conferences
- Link to the Lower Merion High School Conference
- Find the teacher(s) you would like to meet with at Parent Conferences, click the box to the left of the teacher's name, when you have checked off all the teachers you want to meet with, click "Submit"
- Complete the online form and click "Submit"
- Once you complete the form, you will see in red that an email has been sent to you. In the email, there will be a link "Click here to select conference time" which will take you to the conference time page
- Select an available time for each teacher you want to meet with by clicking in the box next to the open time slot and click "Confirm Selection"
- You will receive an email confirming the conference time you scheduled with each of the teachers.
- If you need to schedule conferences for another child, follow the instructions above.