

Parent Conference Online Instructions:

- Link to School Conference Online Scheduler at:
www.lmsd.org/conferences
- Link to the Welsh Valley Middle School Conference
- Find the team of teachers and/or personal development teacher(s) you would like to meet with at Parent Conferences, and then click the box to the left of the team's or teacher's name. When you have checked off all the teachers with whom you want to meet, 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 team and/or teacher with whom you want to meet by clicking in the box next to the open time slot. Then 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.