



Township High School District 214

D214 Parent Teacher Conference Scheduler

[Parent Portal Documentation](#)

The parent-teacher conference scheduler is completely web-based, located at:

<https://ptconference.d214.org/>

At the login screen, parents must enter the student ID, select the appropriate school, enter the birthdate, and enter the phone number. The birthday and phone number must be entered as numbers only. If any of the information is incorrect, red warning text will appear under the input boxes indicating that something is wrong.

WELCOME TO THE PARENT TEACHER CONFERENCE SCHEDULER

Parent Login

Please enter the following details to log into the website :

Student ID : Example: 245678

Select School :

Birth Date : Example: MM/DD/YYYY

Phone Number :

Login

Important Note:

- Please schedule one student at a time and be sure to use the 'Log Off' button when you are finished with each of them.
- Please make sure "Pop-Up Windows" are not blocked in your browser settings to properly view and print conference schedules. [Click here to learn more.](#)

After logging in, parents see the Overview screen:

PARENT TEACHER CONFERENCE - OVERVIEW

STUDENT INFORMATION

Name: Marissa Luisi

Address: 356 W Millers Rd
Des Plaines, IL 60016 -2759

School: Elk Grove High School

Scheduling starts on 10/10/2012
until 11/1/2012
Help Desk #: 847-718-4400

COURSE/TEACHER INFORMATION

Course #	Course Name	Teacher	Room #
05711	Clinry/Prostart 1-2	Theresa Dale	102
08600	Senior Leader	Bridget Erickson	Caf@
03580	Humnities/Lit 1	Rebecca Jordan	148
04760	Functions 76	Richard Mele	221
99999	Counselor Sections	Debra Ohler	165G
05161	Physics	Ryan Zaremba	209B

Email: [Update/Add Email Address](#)

CONFERENCE SCHEDULING INFORMATION

CONFERENCES SCHEDULED

Conferences Not yet Scheduled

[Print Conferences](#) [Email Conferences](#) [Log off](#) [Schedule Conference](#)

From the Overview screen, parents will see student demographic information on the left, student schedule information on the right, and scheduled conferences on the bottom. Parents also have the option to update the parent contact email using the 'Update/Add Email Address' section.

To schedule or change conferences, click 'Schedule Conference' in the bottom right.

To email a list of scheduled conferences, click 'Email Conferences.'

To print a list of scheduled conferences, click 'Print Conference' (please note, pop-up blocking must be disabled to proceed through the print dialogues).

Clicking on the 'Schedule Conference' brings the parent to the Conference Details Screen.

CONFERENCE DETAILS

Name : Marissa Luisi **School:** Elk Grove High School
From : 11/7/2012 **To :** 11/7/2012
Days : 1
Contact Ph # : 847-718-4400

Select the teacher and time to schedule conference. Conference appointments with your student's counselor are optional. You are not required to make an appointment with them.

Select the Teacher			
Teacher	Courses	Course Title	Rm #
Theresa Dale	05711	Clnry/Prostart 1-2	102
Rebecca Jordan	03580	Humnities/Lit 1	148
Richard Mele	04760	Functions 76	221
Debra Ohler	99999	Counselor Sections	165G
Bridget Erickson	08600	Senior Leader	Caf@
Ryan Zaremba	05161	Physics	209B

Select a Time Slot
Time
5:00 PM
5:07 PM
5:14 PM
5:21 PM
5:28 PM
5:35 PM
5:42 PM
5:49 PM
5:56 PM
6:17 PM
6:24 PM
6:31 PM

Conferences Not yet Scheduled

Date:
Time slot:
Teacher:

Submit

[<< Main Section](#) **Print Conferences** **Email Conferences** **Log off**

To schedule a conference, parents should select the teacher they wish to meet with, then click on an available time slot, then click 'Submit.'

Once a conference is scheduled, it will show up in the bottom left corner.

Parents can print or email the list of scheduled conferences using the buttons on the bottom.

Parents can also click the '<< Main Section' link to return to the Overview page.

Parents can log out of the system using the 'Log off' button.

Once conferences have been scheduled, the overview page will display the conferences:

CONFERENCE SCHEDULING INFORMATION

CONFERENCES SCHEDULED

Teacher	Rm #	Date	Time	Courses
Dale, Theresa	102	11/07/2012	5:00 PM	05711
Jordan, Rebecca	148	11/07/2012	5:14 PM	03580
Mele, Richard	221	11/07/2012	5:35 PM	04760

[Print Conferences](#) [Email Conferences](#) [Log off](#) [Schedule Conference](#)

The 'Print Conferences' option should display a page like this:

Student Name : Marissa Luisi

School : Elk Grove High School

These are the scheduled conferences.
If you need assistance or a change in schedule, Please call the Student Help desk at 847-718-4400 for further assistance.

Teacher	Date	Course	Course Title	Time	Room #
Dale, Theresa	11/07/2012	05711	Clnry/Prostart 1-2	5:00 PM	102
Jordan, Rebecca	11/07/2012	03580	Humnities/Lit 1	5:14 PM	148
Mele, Richard	11/07/2012	04760	Functions 76	5:35 PM	221

[Print this page](#)