

PARENT TEACHER CONFERENCES

October 21st & 22nd, 2015

LOG ONTO THE LSW WEBSITE:

<http://lswhs.lsr7.org/>

& CLICK ON THE PARENT TEACHER CONFERENCES LINK

- 1) Create an account by entering an email address and a password (at least 6 characters) and click 'Login/Create Account'.
- 2) Fill out all the fields requested and click 'OK' to register. The first/last name fields should include your name, not your student's name.
- 3) Enter your student's ID # and your student's birth date in this format (ex: 04/02/98). Click 'Add'.

Note: If you have more than 1 child at LSW, you can continue adding your children on the next screen, after selecting the date, by filling out Student ID, birth date and clicking 'Add' so that you can see available appointments for all your children.

- 4) A legend will appear with all of your child's teachers. Black squares display appointments you have made and white squares are unavailable appointments (already booked or teacher is unavailable).
- 5) To schedule your appointment, click the colored square for the teacher and time you would like. Complete the reminder information and click 'Create Appointment'. Repeat until all appointments have been scheduled. (The time slot will turn black to indicate your appointment with this teacher.)
- 6) Click Printable Schedule to view your schedule. Use your browser's Print command to print. Click the 'Return' button on the screen when finished printing. Note: Please print your schedule and bring it with you on conference day.
- 7) Click 'Logout' when completed.

CHANGES & CANCELLATIONS

If you would like to change or cancel appointments, you will need to login (steps 1 & 2), click 'Your Schedule' and choose either 'Cancel' or 'Change Time'. Follow the directions on the screen. Note: Don't forget to print your new schedule.