



Dear Parent(s),

Parent-Teacher conferences are scheduled this year on Monday November 21st from 2:00 pm until 9:00 pm and on Tuesday, November 22nd from 8:00 am until 11:30 am. In our continuing effort to assist you in scheduling a set Parent-Teacher conference time for your student, District 202 is once again offering on-line conference registrations utilizing our SOCS website software. This software has several advantages including:

1. Parents have the ability to view and schedule up to eight teachers on the screen at one time.
2. Parents have the ability to view and select from any of the teacher's available time slots.
3. Parents have the ability to schedule conferences with non-classroom teachers (counselors, social workers, psychologists, nurses).
4. Parents who have previously registered as a user for Calendar reminders on the District website are already registered for SOCS PTC.

SOCS PTC has been designed to be as easy-to-use as possible and requires little experience using the web. Nevertheless, assistance will be available to you through the Helpdesk.

Parents may register on-line for a Parent-Teacher conference anytime between 9:00 am on Thursday, November 3rd and 3:00 pm on Wednesday, November 16th. Instructions for accessing the SOCS PTC are on the reverse side of this letter. Should you experience any problems with this system for establishing a conference for your student, please contact the Helpdesk for direct assistance. The Helpdesk can be reached by e-mail at hdesk@lisle202.org or by phone at 630.493.8030 between the hours of 9:00 am and 3:00 pm on school days. Helpdesk personnel can also arrange for time for you to use a school district computer to register for conferences if you do not have internet access.

Due to the limited time frame for each conference, we ask parents to arrive on time and to honor the 15 minute conference time period. We also realize that some families with students at more than one building may not be able to see every teacher during these two days. Therefore, parents are reminded that they may contact teachers at any time to establish a mutually convenient conference.

Sincerely,

Wesley Gosselink
Principal, Tate Woods Elementary School

SOCS PTC Registration Process for Parents/Guardians

Open the District Website at www.lisle202.org.

- Click on the “Teacher Locator for Conferences” tab for a listing of the dates and times for all of the teachers’ conferences.
- Click on the “Parent Teacher Conference Sign-up” tab on the navigation bar. This will take you to the registration/sign in screen.
- **Sign In:** If you previously signed up for SOCS calendar reminders, you are already a registered user for Parent Teacher Conference (PTC) and will use your email and the same password used for calendar reminders.
- **Sign Up NOW!** If you have not yet registered, you will complete the registration screen which asks for name, email and password. Once you’ve completed the registration screen you will have immediate password protected login access and will receive an email confirming your registration and login credentials. You will also have access to create calendar reminders.

YOU ARE NOW AT THE PTC SCREEN

Signing Up for Parent-Teacher Conferences

Step 1: Choose the conference you wish to attend. Please note that there are three separate conferences available for Tate Woods School: Monday afternoon, Monday evening, and Tuesday morning. Once you've chosen the conference you will be taken to a list of teachers associated with the conference.

Step 2: Select the teacher(s) from the list or start typing the last name in the "Search Teacher" field.

Note: You can reserve time with up to eight teachers. You can register for additional teachers once you complete the current process.

Step 3: Enter the student's name.

Step 4: Click continue.

Step 5: Check the box next to the conference times(s) you wish to reserve.

Step 6: Click Update.

The timeframe/s you chose will be colored green.

At this point you may sign up for conferences for additional teachers or additional students by clicking on the “Teacher Selection” button.

- Choose additional teachers **OR**
- Repeat the process you just completed for additional student/s choosing new teacher/s and entering the additional student/s name/s.
- Click Update.
- The timeframe you chose is colored **green** (registration for the additional teachers or student/s is added to your Confirmation Registration Report).

At the bottom of the screen you will see the confirmation of your conference registration. You will have the option to "**click here to print**" to get a copy of your Conference Registration Report.

If you have any questions about the process or have difficulty registering, contact the Helpdesk by e-mail at hdesk@lisle202.org or by phone at 630.493.8030. The Helpdesk is staffed from 9:00 am to 3:00 pm on school days, however you may leave a message at any time and your call will be returned.