


Parent Teacher Conference Directions for Parents with Visuals

How to Sign up for Parent Conferences

Go to [Student/Parent PowerSchool Portal](#)

Parents must log into [Powerschool](#) with their Parent Log In. The conference link is not available under the students username.

 PowerSchool SIS

Student and Parent Sign In


[Sign In](#) [Create Account](#)

Username

Password

[Forgot Username or Password?](#)

[Sign In](#)



**TIMBERLANE REGIONAL
SCHOOL DISTRICT**
PLAISTOW, ATKINSON, DANVILLE, and SANDOWN, NEW HAMPSHIRE

Attention: Due to a PowerSchool update newly generated Parent passwords must be 8 characters at least in length and contain ONLY letters (caps or lowercase) OR numbers. They should not contain special characters (!,@,#,\$, etc).

Home Page in Powerschool

The screenshot shows the Powerschool home page. At the top right, there is a navigation bar with icons for home, help, and print. Below this, the 'Grades and Attendance' section is visible, featuring a search box labeled 'Grades and Attendance:' with the text 'Student Name' entered. To the left is a 'Navigation' sidebar with a 'Grades and Attendance' link. On the right, the 'Applications' menu is open, displaying a table of available applications.

Applications	Description
Registration	Registration
Re-Registration 20-21	Re-Registration 20-21
SchoolSoft Conference Manager	SchoolSoft Conference Manager

When Powerschool opens, look for the square with an arrow coming out at the top right near the print button. This is the application option.

Push the Icon



A new menu will appear.

Choose SchoolSoft Conference Manager.

Conference Sign up Home Page

Parents will be brought to the “Book a Conference” tab.

BOOK A CONFERENCE

MY CONFERENCES

On this page please choose a school by clicking on the school name.

Select a School

To book a conference, please select a school from the list below. Please note the booking status as you will be unable to book a conference at a school if booking is closed.

If you wish to edit your profile information, you can still use the links below, even if booking is closed.

Select a school from the list below:

Timberlane Regional High School

Alexandra Hubley

Conference Booking OPENS: CURRENTLY OPEN

Conference Booking CLOSES: Tuesday, March 16 2021 at 05:00 PM

Available Conference Sessions

The available conference sessions will appear in the pull down menu.

Choose the correct Conference Meeting date.

Welcome

Available conference sessions

-- Select a session --

-- Select a session --

Thursday March 18 - Virtual Meetings with Teachers

Conference Manager will: CLOSE - **Tuesday, March 16 2021 at 05:00 PM**

When the system closes you will NOT be able to schedule interviews. However, you can still login to view, print or cancel any of your bookings.

SUPPORT

For assistance contact: Timberlane Regional High School **603 382-6541**

Choose Teachers you wish to meet with.

Click on the box next to each teacher's name that you would like to conference with. You may choose all the names you wish to meet with at once.

Click next.

Available teachers for the selected session

Choose the teacher(s) you would like to meet with

SELECT	NAME SHOW ALL TEACHERS	TEACHING ASSIGNMENT
<input type="checkbox"/>	Laurie Bailey Alexandra	Teacher
<input type="checkbox"/>	S. Basso Alexandra	Social Studies
<input type="checkbox"/>	Emily Ciccarello Alexandra	Music ; Chorus
<input type="checkbox"/>	P Deyermond Alexandra	PT Conferences
<input type="checkbox"/>	J Dube Alexandra	Social Studies
<input type="checkbox"/>	Robert Finch Alexandra	Music Chorus
<input type="checkbox"/>	Nicole Jones Alexandra	Spanish
<input type="checkbox"/>	Erica Law Alexandra	Math
<input type="checkbox"/>	Audra Low Alexandra	

[NEXT](#)

Time Options

For each teacher you chose, their options for conference times will appear. You will choose each teachers' time on this page. There will be a column for each name you checked.

The teacher's name will be in the maroon box and the times that are white are available.

Select a Time

Thursday March 18 - \

Choose an available time :



S. Basso <i>Social Studies</i>
4:30
4:35
4:40
4:45
4:50
4:55
5:00
5:05
5:10
5:15
5:20

Conference Details

After choosing the times this menu will appear.

If you have more than one student choose the student name for that teacher.

A phone number must be entered.

Parents have the option to add comments or questions for the teacher.

Click submit. **If you do not click submit the times will not be held.**

CONFERENCE DETAILS

Teacher	S. Basso
Teaching Assignment	Social Studies
Date	Thursday Mar 18, 2021
Start Time	4:45 PM
Finish Time	4:50 PM


Student Info
Name

Parent/Guardian Info
Richard Hubley
r.hubley@comcast.net

Virtual Conference
If your meeting is being conducted using meeting software, you will receive a link to the teacher's meeting room in your Confirmation Email and Reminder Email.

Phone Number *
As a backup, or if the teacher is contacting you by phone, please enter a phone number where you can be reached.

Comments or Questions (Optional)
Comments or questions for the teacher regarding this conference.

 Warning: If you navigate away from this page, or close the browser, your booking will **not** be submitted.

Where Can I See My Conferences?

Once your conferences are booked they appear on the right hand side of the “Book A Conference” tab.

The link for your Online meeting will be there too.

You can also see the conference list and get the option to print it in the My Conferences tab.

If you need to edit your conferences you can do that on this page or in the “My Conferences tab”.

Example

CURRENTLY BOOKED CONFERENCES	
Timberlane Regional High School	
Thu Mar 18, 2021	EDIT
5:55 PM - 6:00 PM	CANCEL APPT.
Nicole Jones	
Alexandra	
Meeting Link	

My Conferences Tab

Click on the second tab, My Conferences.

The conferences you signed up for will appear. On the left you have the option to:

Print your page



Edit the meeting

Cancel the appointment.





My Conferences

Edit, Cancel or Print your currently booked conferences:

 Print 

Timberlane Regional High School

DATE	TIME	TEACHER	TEACHING ASSIGNMENT	STUDENT	LOCATION	
Thu Mar 18, 2021	5:55 PM - 6:00 PM	Nicole Jones	Spanish	Alexandra	Meeting Link	 

A red arrow points from the text 'Print your page' to the 'Print' icon. Another red arrow points from the text 'Edit the meeting' to the 'EDIT' button. A third red arrow points from the text 'Cancel the appointment.' to the 'CANCEL APPT.' button.