

How to Sign Up for a Parent Teacher Conference

Go to www.ptcfast.com and log in. If you do not remember your login, there is a spot indicating that you would like the information emailed to you.

Check the box for each of the teachers that you would like to meet with and hit continue.

Fill in the pertinent information for the conference and when finished, hit submit.

After hitting submit you will see a screen, that thanks you for registering. You will then receive a confirmation email.

In the body of the email, please find the link that says “Click Here to Set up a Conference Time” and click on that.

This link will bring you to the list of teachers that you requested to meet with.

At this point, select the time you would like to meet with each teacher and when done, please click on submit.

You will be sent a confirming email.