

PARENT TEACHER CONFERENCES

December 2, 2021 (Thursday)

Our 2nd conference night of the school year will be held on Thursday 12/02/21. Conferences run in 15-minute increments and are scheduled with each teacher individually. Parent/Guardian sign-ups will start on Tuesday 11/02/21 and end on Sunday 11/28/21. If you have questions, please contact Roseida Riggs at FHS 513-942-2999 ext. 2609 or email riggs_r@fairfieldcityschools.com. Please allow up to 24hrs. working school days for a response.

Parents/guardians will have the option this year of attending FHS conferences either VIRTUALLY or IN PERSON. As we continue to maneuver through the current CDC recommendations, events are subject to change and we will do our best to make accommodations as they arise. **Please remember if you choose to attend conferences in person that the Fairfield City School District strongly recommends facial coverings regardless of vaccination status.**

Instructions for conference scheduling:

1. Go to https://www.ptcfast.com/schools/Fairfield_High_School

2. Select the first teacher that you would like to schedule a conference with then hit

****Conferences are organized alphabetically by teacher last name & by VIRTUAL or IN PERSON.****

3. You will be prompted to enter your student's information and enter an email address then hit

4. An email will be sent to you with a link to pick the actual conference time. After selecting the time, you may choose to schedule with another teacher

5. Once you have scheduled all of your conferences make sure to hit

PLEASE REMEMBER: A conference is not considered "scheduled" until a time has been selected. You will receive an email with all conferences and times that have been scheduled. If you DO NOT receive a confirmation email, then your conferences have NOT been scheduled. ***DO NOT SIGN UP WITH MULTIPLE TEACHERS FOR THE SAME TIME SLOT – DOING SO WILL CAUSE YOUR CONFERENCES TO AUTOMATICALLY BE CANCELLED BY THE SCHOOL.*** Please be considerate of the teachers and staffs time; if you feel the need for additional time outside of the standard conference appointment, please contact the teacher or counselor to make these arrangements.

Conference time blocks available:

VIRTUAL conferences:

3:30pm – 4:00pm

4:30pm – 5:00pm

6:00pm – 6:30pm

IN PERSON conferences:

4:00pm – 4:30pm

5:00pm – 6:00pm

6:30pm – 7:00pm