

## PTC Fast Scheduling Directions for Parent/Teacher Conferences

### To Schedule a Conference:

1. Enter this web address in a browser:

**[https://www.ptcfast.com/schools/William\\_S\\_Cohen\\_School](https://www.ptcfast.com/schools/William_S_Cohen_School)**

2. Select the teachers that you would like to conference with and click **SUBMIT**.

3. Enter your child's first/last name, your name, and your email address and click **SUBMIT**

4. You will receive an email to Select Date/Time For Teacher Conference. "**Click Here to Select Conference Time.**"

5. Select an available time to meet with each teacher.

*a. Scroll to the bottom of the page*

*b. If you prefer a special request for a Zoom/Google Meet conference, Click the box. Write a note in the box that will appear. Click Save*

***c. Click Register for Additional Classes or Confirm Selections***

6. You will receive an Appointment Confirmation email for your conferences.

### Notes:

- You will receive a printable schedule and reminders through email.
- Easily add, delete, or change conferences at any time leading into the day of the conference.
- There is no school for students the week of conferences.

Please contact the school office at 941-6230 with any questions.