



york
ACADEMY
regional charter school



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Dear Parents and Guardians of Students in Kindergarten through Fifth Grade,

Student-Led Conferences are scheduled for March 7th and March 8th. We will be using PTCFast to choose a time that works best for you and your child/children.

You will be asked to select and sign up for a time slot with the teacher of your student(s) at the website below. This will allow you to better schedule times if you have multiple children attending York Academy.

Please refer below for instructions on how to use the online system. Please contact your child's classroom teacher with any scheduling questions or concerns you may have. Remember that your child **must** attend the conference with you, so please keep that in mind when scheduling.

If you have any questions or concerns, please contact your child's classroom teacher (s).

Thank you for your assistance in scheduling these conferences!

All conferences must be scheduled by March 5th, 2019.

How to Select a Time for Student-Led Conferences:

To select a conference time, enter this link in your browser:

http://www.ptcfast.com/schools/York_Academy_Regional_Charter_School

Step 1: Select the teacher(s) of your child/children.

Step 2: Enter the student's name, your name, email address, and phone number. Press "Submit" at the bottom of the screen.

Step 3: Open your email to find an email from PTCFast with a link to the schedule for your teacher(s). Click that website.

Step 4: Place a check next to the time you are scheduling for (multiple conferences will require a selection to be made for each teacher) and then select the "Confirm Selections" at the bottom of the screen.