

**LSHS PARENT-TEACHER - STUDENT CONFERENCES**  
**OCTOBER 18-19, 2017**  
**ONLINE SCHEDULING AVAILABLE BEGINNING OCTOBER 8**  
**No internet access? Call 816-986-2106 to schedule.**

- 1) From the LSHS website (<http://lshs.lsr7.org/>), click on the Parent-Teacher-Student Conference icon
- 2) Create an account by entering an e-mail address and password (at least 6 characters) and click 'Login/Create Account.' This information is case sensitive, so please make a note of your choices. (*Note: You will need to create a new account even if you created an account previously. All information is cleared from year to year.*)
- 3) Complete all fields requested and click 'OK' to register. The first/last name fields should include your name, not your student's name.
- 4) Enter your student's ID# and your student's birth date. The birth date should be entered as six digits (i.e. 01/01/2001)
- 5) Select the day you would like to make your appointment(s). A legend will appear with your student's teacher names and time slots. Black squares display appointments you have made and white squares indicate unavailable appointments (already booked or teacher is unavailable).
- 6) To schedule your appointment, click the colored square for the time you would like. If you would like a reminder e-mail, complete the reminder information and click 'Create Appointment.' Repeat until all appointments have been scheduled. (The time slot will turn black to indicate your appointment with this teacher.)  
*[Timesaving tip: When choosing conference times, try to schedule A building conferences together, B building conferences together, etc. This will save time and distance walking between appointments! You do NOT need to attend conferences in the order of the students' schedule]*
- 7) Click 'Printable Schedule' to view your schedule. Use your browser's Print command to print. Click the 'Return' button on the screen when finished printing. Note: Please print your schedule and bring it with you on conference day.
- 8) Click 'Logout' when completed.

**\* CHANGES AND CANCELLATIONS \***

If you would like to change or cancel appointments you have made, you will need to login as above. Click 'Your Schedule' and choose 'Cancel' then re-schedule the new time (if applicable). Follow the directions on the screen. Remember to print your new schedule!