



Dear Parent(s)/Guardian(s),

VIRTUAL Parent-Teacher Conferences are scheduled for **Thursday, October 28, 2021 from 4-9 p.m.** This is a great opportunity to meet with your child's teachers for ten-minute conferences.

The district has introduced an intuitive and easy to use online parent-teacher scheduler. This means parents/guardians and teachers will be able to meet remotely via a web browser on their laptop, tablet or smartphone. The scheduler allows you to choose your own video appointment times with teachers, and then receive an email confirming your appointments. The online appointment system will open at **12:05 a.m. on Monday, October 18, 2021 through 11:55 p.m. on Monday, October 25, 2021.** You may access the online scheduling system at any time of the day or night within this registration window.

Please visit the website <https://whs.meettheteacher.com/> to book your appointments. You can schedule your appointments on your "Smartphone." A short guide on how to add appointments is included with this letter. You will need the following information to schedule your child's individual conferences:

Parent's Full Name
Student's Full Name

Parent's Email Address
Student's Date of Birth

We suggest that you identify 2-4 classes that you consider priority conferences and schedule those, though you may make appointments with as many or as few teachers as you wish. Keep in mind that in some instances, ten-minute conferences are not adequate. If you find yourself in that situation, you may make an appointment with the teacher for a follow-up conference. You may also email or contact a staff member at any time throughout the school year.

On the day of the video appointments, login to Meet The Teacher <https://whs.meettheteacher.com/>, or click the login link from the bottom of the email confirmation you will have received. Once logged in you will see a notice that you have upcoming video appointments and under this, the details of the event, along with a Join Video Appointments button, click this button. This button will become available 15 minutes before your first appointment. You may be asked if you wish to allow access to your camera/microphone, please click yes or allow.

It would be very helpful if you can have your own student participate during this evening. If you have any questions related to Parent-Teacher Conferences, please feel free to reach out directly to Mrs. Kristina Westmoreland 847-718-7013.

Best Regards,

Henry D. Brown
Associate Principal of Student Services & Operations