

Trimester 3 Conferences 2024

Conferences will be held online on **Thursday, April 18 from 2:00-6:00 pm**. All conferences will be virtual conferences that will be done via Zoom meetings. Due to limited availability, please only sign up for teachers that you really need to see. The window to sign up for conferences will be open beginning Friday, April 12 and will close at 11:59 pm on **Wednesday, April 17**. **You must sign up ahead of time. You will not be able to sign up on the day of conferences! You may begin signing up for online conferences on Friday, April 12.** To sign up for conferences, follow these steps very carefully:

1. Check Infinite Campus to see your student's grades and make a list of the teachers you need to see. Mid-trimester grades will be posted by the end of the day on **Friday, April 12**.
2. **Beginning on Friday, April 12**, click on this [link](https://www.ptcfast.com/schools/Cretin_Derham_Hall) or go to the website shown (https://www.ptcfast.com/schools/Cretin_Derham_Hall) and search for the teacher, counselor or administrator that you need to see. Learning Lab, TLC and Physical Education are listed alphabetically by the name of the course, not the teachers' names.
3. Choose a time that works for a short conference. Conferences with teachers will be limited to 5 minutes. Conferences with counselors or administrators will be limited to 15 minutes.
4. Be sure to complete ALL of the information asked for, including those items listed as optional. If you prefer a phone conference instead of a video conference, there is a place to indicate this under Special Request once you receive the link to schedule the time for your conference. Scroll all the way to the bottom to enter your phone number under Special Request.
5. You will receive an email confirming each of your conference appointments. **This email will include a link to each teacher's conference.** Links to conferences for each teacher's conference will also be found on the CDH website on **Thursday, Apr. 18**.

On **Apr. 18** you will use the Zoom meeting links for the appropriate teachers **that are found in your confirmation emails from PTCfast and on the CDH website** at the time scheduled for your conference. To get ready for the video conferences you need to do the following:

1. Make sure you have access to a device that can access Zoom. You can use your student's CDH iPad, but will need to get access to their passcode so you can unlock it.
2. Click on the Zoom meeting for the teacher you have a scheduled conference with at the time of that conference. **The Zoom links can be found in the confirmation emails sent to you for each conference by PTCfast and/or on the front page of the CDH website.** Once you click the link and join the meeting you will be placed in a virtual waiting room until you are let into the meeting by the teacher.
3. Enjoy your conference!

If you have not joined the Zoom meeting from the link, the faculty/staff member will call the phone number that you included when you signed up for the conference.

VERY IMPORTANT: If you do a phone conference, your phone must be set to accept unknown or blocked numbers! If your phone is currently set to block unknown numbers, please adjust your phone's settings prior to conferences.

If you are experiencing technical issues, please contact Technology Director, Carole Loufek, at cloufek@c-dh.org or at 651-696-3359. If you have any other questions about in-person or online conferences, please contact Assistant Principal, Amy Bellus, at abellus@c-dh.org or 651-696-3305.