

How to sign up for a Parent/Teacher Conference

Conference sign-up begins on Saturday, October 8th (12:01 AM)
Deadline for conference sign-up is Sunday, October 16th (11:59 PM)
(after this date, you will need to contact the teacher directly)

Parent/Teacher Conference dates and times for Bay Port High School are as follows:

- Tuesday, October 18th 4:00 PM-7:30 PM
- Tuesday, October 25th 4:00 PM-7:30 PM
- Thursday, October 27th 8:00 AM-11:30 AM

1. Access the HSSD TEESO homepage at <http://www.teeso.com/hssd/> or by clicking on the link in our website/newsletter.
2. **Click on “Parent/Teacher Conferences”**
3. Enter your username and password:
Username: Your primary email address that you provided us with at the beginning of the year.
Password: hssd (or your own if you changed it in August)

It is strongly suggested that once you are logged in, that you change your password for confidentiality purposes. Choose a password that is familiar to you and that you will remember. Write down your password.

3. Click on the “Log Me In” button

Troubleshooting Tips

- If your email address doesn't work, try your work or spouse's email address.
- If you do not have access to a computer at home, you are encouraged to use a computer at your local public library. If you do not have an email address or you did not provide us with one, please call 662-8800 and a secretary can assist you in scheduling a conference.

4. **Bay Harbor Elementary School.** Make sure this box is checked
5. Hover over the HSSD Conferences arrow to the left of the page and click on “Sign-up”
6. Click on the teacher's name. Scroll down to see a list of available dates and times. Decide which time and date works for you and click on the “Available”
7. Once you take that date, you're all set!

After you are **done** with scheduling conferences:

- Click on “View/Print Family Schedule” at the top of the page. This will give you confirmation times and teacher's name of all conferences that are scheduled
- **Print this out** and bring with you on the night of your conference for your reference

If you wish to **cancel** or **change** a conference simply click on your current time and follow the on-line screen directions.



****If you have questions or need assistance, please call Genny Rickert at 662-8803.**