

# How to sign up for a Parent/Teacher Conference

**Conference sign-up begins on Monday, February 6th (12:01 AM)**  
**Deadline for conference sign-up is Tuesday, February 14th (11:59 PM)**  
(after this date, please contact the school office at 662-8800)

Parent/Teacher Conference dates and times for Bay Harbor Elementary School are as follows:

- Thursday, February 16th 4:00 PM-7:30 PM
- Tuesday, February 21st 4:00 PM-7:30 PM

1. Access the HSSD TEESO homepage at <http://www.teeso.com/hssd/> or by clicking on the link on our Bay Harbor webpage/newsletter and click on "Parent/Teacher Conferenes"
2. Enter your username and password:  
Username: Primary email address you provided us at the beginning of the year.  
Password: your unique password you created or the original, generic password of: hssd

**If your password is "hssd", it is strongly suggested that once you are logged in, you change your password for confidentiality purposes. If you forget your password, you can call the school office at 662-8800 for assistance.**

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 or 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.



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