

How To Book Student Conferences

1. Log into the Parent Portal

2. Click on the Student Conference Menu



3. Select your student and a teacher

A screenshot of the 'Student-Led Conferen...' page in the SD42 Parent Portal. The page has a blue header with 'SD42 PARENT PORTAL'. Below the header, the title 'Student-Led Conferen...' is followed by a question mark icon. There are two tabs: 'Book New' (active) and 'My List'. A toggle switch for 'Show Only Upcoming' is present. Below the toggle are two dropdown menus: 'Student' with 'Smith, Billy' selected, and 'Teacher' with 'Please Select'.

4. Select an appointment time. Repeat for each teacher you want to see.

A screenshot of the 'Student-Led Conferences' page. The page has a blue header with 'Student-Led Conferences' followed by a question mark icon. There are two tabs: 'Book New' (active) and 'My List'. A toggle switch for 'Show Only Upcoming' is present. Below the toggle are four dropdown menus: 'Student' with 'Smith, Billy' selected, 'Teacher' with 'Mr. Sun - 72 slots' selected, 'Day' with 'Thu, Nov 6, 2025 - 54 slots' selected, and 'Time' with 'Please Select'.

IMPORTANT NOTE:

Not all teachers will be in the gym.

Appointments are 5 minutes each.

Some will be in their classrooms or in the cafeteria.

Leave time between appointments to get from teacher to teacher.