

HAMBURG SCHOOL DISTRICT

30 Linwood Avenue
Hamburg, New Jersey 07419
Ph. 973.827.7570 · Fax 973.827.3624
www.HamburgSchool.com

Mr. Roger A. Jinks, Jr.
Chief School Administrator

Mr. Anthony Mistretta
Business Administrator/Board Secretary

Mrs. Kimberly Sigman
Vice Principal

1 November 2018

Parents/Guardians:

Parent-teacher conferences are scheduled for November 14 & 15. Scheduling conferences for your child's teacher(s) is done through an online scheduling program. Please complete the steps listed below in order to secure the conference time that is most convenient for you. Any questions, please call the main office 973-827-7570.

1. Visit the Hamburg School web page at www.hamburgschool.com and click the Online Conference Scheduling link in the right-hand column. Or type the following URL into the address bar in a web browser such as Internet Explorer, Google Chrome, Mozilla, Firefox, etc.:
https://www.ptcfast.com/schools/Hamburg_School_1
2. Please select your child's teacher.
3. Next fill out the appropriate information for your child's teacher. It will ask you for your child's first and last names as well as your name and your e-mail address. Please click on "Submit" when all required fields are filled out.
4. Ptcfast.com will send you an e-mail. Please check your email at the address you provided. You will find an email with the subject header "Select Date/Time for Teacher Conference Now".
5. Open e-mail and click on link: Click here to select conference time.
6. Check the availability of the teacher. Select any open time slot that you would like to have your conference. If a time is taken it will say "taken."
7. When finished selecting conference time click on "Done choosing appointment time." The button is located in the upper right hand corner of the page.
8. This will bring you to the last step of the process. You will have three options to choose from:
 1. I am finished making my appointments.
 2. Yes, I need to register another conference for this student.
 3. Yes, I need to register another student.

Click the necessary button. Congratulations! You have just scheduled your child's conference.

Learners Today... Leaders Tomorrow