

# How to sign up for a Parent/Teacher Conference

**Conference sign-up begins on Saturday, October 8**  
**Deadline date for conference sign-up is**  
**Sunday, October 16 at 11:59 pm**

Parent/Teacher conference dates and time for Meadowbrook Elementary are as follows:

- Tuesday, October 18 from 4:00 – 7:30 PM
- Tuesday, October 25 from 4:00-7:30 PM
- Thursday, October 27 from 8:00-11:30 AM (no School)

1. Access the Meadowbrook homepage at <http://www.teeso.com/hssd>
2. Enter your username and password:  
**Username:** Your primary email address that you provided us with at the beginning of the year during your New or Returning Student Registration process.  
**Password:** hssd (case sensitive) or whatever you changed the password to this summer when you signed up for the August Literacy times.

**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 (home, work or the public library), you are welcome to come to Meadowbrook School and use a computer available in the library. If you do not have an email address or you did not provide us with one, please call 662-5000 and a secretary will schedule a conference for you.

4.  **Meadowbrook 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. **Make sure you have selected your child's classroom teacher first before selecting other staff members.** 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 **change or cancel** a conference:

- Log in to the conference sign-up system
- click on the “Family Schedule”
- Click on the time that you are currently scheduled to cancel and/or click on a new time to make a change



**If you have any questions please contact**  
**Mrs. Baldwin or Mrs. Mason at 662-5000 in the Meadowbrook office.**

