

# SPRING PARENT-TEACHER CONFERENCES

## ON-LINE SIGN UP FOR 2016-2017 SCHOOL YEAR

**Sign-up begins on Monday, February 6 at 12:01 AM**

**Sign-up end on Tuesday, February 14 at 11:59 PM**

(after this date, you will need to contact the office directly).

1. Access TEESO at [www.teeso.com/hssd](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.  
**Password:** hssd (case sensitive) or whatever you set it to in the fall  
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
4. **Meadowbrook Elementary School.** Make sure this box is checked (this step only applies if you have students in multiple schools using TEESO)
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 are selecting **the 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 prior to February 14, simply click on the current time and follow the on-line screen directions.

- Click on the time that you're currently scheduled

### 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), or if you do not have an e-mail address, please call the office at 662-5000 for assistance in setting up a conference.

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



**Spring Parent/Teacher Conferences**  
Thursday, February 16 at 4:00 – 7:30 PM  
Tuesday, February 21 at 4:00 – 7:30 PM

