



SOUTHAMPTON TOWNSHIP PUBLIC SCHOOL #1

in Historic Vincentown Village

177 Main Street, Southamptton, New Jersey 08088

Telephone (609)859-2256 ext. 130 Facsimile 609.859.0142

Website: www.southampton.k12.nj.us

"Building a Tradition of Excellence"

Parent / Teacher Conferences November 19-21, 2018

The scheduling window for Parent / Teacher Conferences will be open in the Parent Portal from Wednesday, November 7th to Friday, November 16th at 2:00 PM. If you have misplaced your Parent Portal login information, please call your school's main office to have another letter sent home. If you do not have access to a computer, please call the main office or the teacher directly to schedule a conference appointment.

To schedule a parent / teacher conference:

- 1) Go to www.southampton.k12.nj.us.
- 2) Click on the **Parent Portal** link located on the district homepage.
 - i) First time users login with the information provided on the Parent Portal letter.
 - ii) Returning users login with the district provided Portal Code and the user name and password you created.
- 3) Click on the **Parent Conferences** link in the menu on the left. Your child's schedule with all his/her teachers is listed.
- 4) Click on the **Schedule Conference** link next to the subject area to see available times for a conference. *Please note that you may only make one appointment per teacher.*
 - a) **For students in grades K-5**, although all subjects are listed, only schedule an appointment for one of the subjects of your child's homeroom teacher. The progress of each subject will be discussed at the conference.
 - b) A conference appointment can also be made with Special Area teachers following the same procedure.
- 5) Click the time slot you would like to request, then click the **Request Conference** link at the bottom of the page to forward your request to the teacher.

Confirmation: After you complete the steps above, the teacher will be sent an internal notification of the conference. You may view the confirmation by clicking on the **View Conference Schedule** link. You may print your conference schedule by clicking on **View as PDF**.

Rescheduling: If you need to reschedule a conference, please call the school office. This is done in order for the office to communicate last-minute schedule changes to the teacher.

More than one child: If you have more than one child and you have linked your children under one login, use the drop-down menu to select which student you would like to schedule and proceed as instructed above to schedule the additional child(ren).