

Dear New Trier Parents/Guardians:

New Trier High School invites you to participate in Virtual Parent-Teacher Conferences on November 1 and 2, 2023. **Registration will open from Thursday, October 19 at 9:00 A.M. through Wednesday, October 25 at 3:00 P.M.**

Last year we received overwhelmingly positive feedback about the flexibility virtual conferences provided to families by eliminating the stress of finding parking, navigating our campuses, and staying on schedule. Teachers will be available for five-minute individual video conferences using **Meet the Teacher** software. For more information about parent-teacher conferences visit our website [HERE](#).

Virtual Parent-Teacher Conference Dates:

Wednesday, November 1 4:00 - 6:00 p.m. (Session 1)

Session Break

7:00 - 9:00 p.m. (Session 2)

Thursday, November 2 2:30 - 5:30 p.m. (Session 1)

Session Break

6:30 - 8:30 p.m. (Session 2)

Parents' Guide for Booking Appointments

You **do not** need to install any application to participate in conferences; **Meet the Teacher** works with your web browser. You simply need a device with a microphone, speakers/headphones, a camera, and a compatible up-to-date web browser. For more information on computer and phone compatibility click [HERE](#).

Signup Instructions

To schedule your Parent-Teacher Conferences online, you will need to enter your name and your student's name exactly as they are listed below. **Meet the Teacher** will automatically send a confirmation email to parents/guardians with a list of their conference appointments.

Information below was filled out and emailed to families to Register:

Parent/Guardian First Name:

Parent/Guardian Last Name:

Student First Name:

Student Last Name:

Student Date of Birth:

Online Registration Link and Video Conferences

The [Registration Link](#) will be used for both scheduling and attending conferences. You can schedule your Parent-Teacher Conferences between: **Thursday, October 19, starting at 9:00 A.M. - Wednesday, October 25, ending at 3:00 P.M.**

Web Address for Registration and Video Conferences

<https://nth.s.meettheteacher.com/>

Your conferences will automatically begin at the scheduled start time and will time out after five minutes. You will see the remaining time for the appointment counting down in the blue bar; once it stops the appointment time is over and the call will automatically end. If you miss a conference, please attend your next session, and reschedule with the teacher you missed at a later date.

How to Invite Another Parent/Guardian

1. Parents/guardians from the same household should attend conferences together during the same time slot. **Only one parent/guardian should register.**
1. If you will be joining from different devices, the parent who registered must invite the other parent/guardian using the [How to Invite Another Parent/Guardian instructions](#).
2. **Please note that you MUST use the invitation function to let the other parent/guardian join the same conference from a different location or using a different device.** Doing so will generate a unique link that will be emailed to the other parent/guardian, along with instructions for joining the conference. **Do not share or forward your own link**; parents/guardians trying to join using the other person's unique link will log that person out of the conference.
3. Parents/guardians who live in different households may sign up for separate time slots for their students.

Need Help?

If you have any questions during registration, please call the Conference Helpline at 847-784-7607 from 9:00 A.M. until 3:00 P.M. Thursday, October 19 through Wednesday, October 25.

Upcoming Dates

- Tuesday, October 31 - Late Arrival Blue Day (11:00 A.M. Northfield/11:20 A.M. Winnetka)
- Wednesday, November 1 - Early Dismissal Green Day (12:10 P.M. Northfield/12:30 P.M. Winnetka)
- November 2 & 3 - No School for Students

Sincerely,

Denise Dubravec
Principal/Assistant Superintendent,
Winnetka Campus

Paul Waechtler
Principal, Northfield Campus