



Parents,

We will be having virtual Parent Teacher Conferences on Friday, September 18, 2020. The conferences will be held from 9:00 a.m to 5:00 p.m. and conferences are limited to 10 minutes each. All conference sign up appointments will be sent to your child's Harmony email from each teacher. Please follow the steps below for signing up.

**Sign up Steps For Parent Teacher Conferences:**

1. Log into your child's Harmony email and locate the teacher(s) email. This needs to be done for each child.
2. Click on the appointment link.
3. Select one of the available time slots to meet with the teacher.
4. Click on "Save" to confirm your time slot. You should receive a confirmation email to your child's Harmony email account.

**Day of Conference:**

1. Open your confirmation email from your child's Harmony email account.
2. Click on the meeting link provided on the email at the appropriate time you selected.
3. Join the teacher for your conference.

If you are unable to meet with your child's teacher(s), please email them to set up a conference at a later date.

Thank you  
HSI El Paso