

**TRUMBULL HIGH SCHOOL
Parent/Teacher Conferences**

Parent Instructions

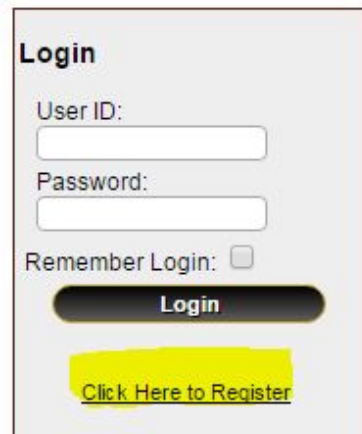
Parent Teacher Conferences are scheduled for November 15, 2018 from 1:00 p.m. – 3:00 p.m. and from 6:00 p.m. – 8:00 p.m.

All appointments for the conference must be scheduled online at www.ths.schoolappointments.com beginning on Thursday, October 25, 2018 at 6:00 a.m. and closing on Thursday, November 8th at 6:00 a.m. Please contact the B House office with any questions.

To create an account, visit www.ths.schoolappointments.com.

In the box in the upper right-hand corner of the screen click “Click here to Register” to begin the registration process.

Select your user ID and password. Please save your login information. You will need both items any time you wish to access the system during this academic year.



Login

User ID:

Password:

Remember Login:

Login

[Click Here to Register](#)

Helpful Notes:

- Appointments can only be scheduled when the window is open. Please plan accordingly.
- All conference appointments are five (5) minutes long.
- Allow at least five (5) minutes between conferences, to provide travel time.
- Please be prompt for your appointment and respect the time limit.
- Appointments with teachers in team-taught classes must be made with each individual teacher, if desired. These courses will not have joint conferences.
- The system can be accessed from any computer. If you require a computer with internet access, please visit the THS Media Center or the Trumbull Public Library, or anywhere there is internet access. At this time, the program seems to be compatible with some but not all brands of smart phones and tablets.
- School Counselors and support staff are also available for appointments

For additional help, detailed instructions are readily available by accessing the “HELP” tab, and selecting “Parent Instruction Guide” from the dropdown menu.

We look forward to seeing you!