

TO: PRINCIPALS  
FROM: ROBERT J. RODOSKY, EXECUTIVE DIRECTOR  
ACCOUNTABILITY, RESEARCH AND PLANNING  
SUBJECT: PARENT CONFERENCE DAY DATA COLLECTION  
DATE: FEBRUARY 6, 2012

For the February 13<sup>th</sup> parent teacher conferences the counts for Pre-K through 12 and ECE will be collected electronically using a “WEB BASED APPLICATION”. The online application is quite easy to use (please see enclosed Guide).

The following groups have permissions to access the Parent Teacher Conference Web Application:

Principal	Assistant Principals
Counselors	Secretary
Attendance Clerk	Records Clerk

To log onto the Parent Teacher Conference “Web Based Application” enter the Web address below into your Internet browser, then enter your JCPS Network Username and Password. *(The same username and password you use to sign onto your computer.)*

Parent Teacher Conference Web Application address:  
<http://apps.jefferson.kyschools.us/parentteacherconference>

Enclosed in this packet you will find the following items to assist you through the parent teacher conference process:

- Parent Teacher Conference “Web Based Application” Guide

To access Guide via JCPS Web Site **(see address below)**:  
<http://www.jefferson.k12.ky.us/Departments/AcctResPlan/index.shtml>  
*(This guide is to help schools navigate the Web Application.)*

- A copy of the Tally Sheet to use at your school for collecting conference counts.
- Teacher Participation Form – to be completed by principal.

If you should have any questions regarding the parent teacher conference “content” please contact the Accountability, Research and Planning office at 485-3036.

If you experience technical problems please contact the JCPS, IT Service Desk at 485-3552.

Note: Conference counts must be entered prior to 4:00 P.M., Wednesday, February 15<sup>th</sup>.

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### Early Childhood:

If any Early Childhood conference occurs before the scheduled conference day, please include it in your February 13<sup>th</sup> counts.