

Jefferson County Public Schools

2011-2012 PARENT TEACHER CONFERENCE Guide

Web Based Application

Parent Teacher Conference “Web Based Application” Address:

<http://apps.jefferson.kyschools.us/ParentTeacherConference>

**Spring Conference
February 13, 2012**

**Any questions, please contact
Susan Egan or Jennifer Westerfield
Accountability, Research and Planning
at 485-3036**



PARENT TEACHER CONFERENCE

Jefferson County Public Schools Parent Teacher Conference Web Based Application

- The purpose of this guide is to help schools navigate the online Parent Teacher Conference Web application.
- If you should have any questions regarding the Parent Teacher Conference content, please contact Susan Egan or Jennifer Westerfield in Accountability, Research and Planning at 3036.
- If you experience technical problems, please contact the JCPS, IT Service Desk at 3552.

PARENT TEACHER CONFERENCE

Enclosed in your Parent Teacher Conference Packet:

- 1. Parent Teacher Conference Web Based Application Guide**
- 2. Tally Sheet (used to assist schools in collecting conference counts)**
- 3. Teacher Participation Form**

PARENT TEACHER CONFERENCE

Parent Conference Day “Tally Sheet” Counts Should Reflect:

1. Any conference that occurs as a result of the two scheduled conference days. (Grades Pre-K through 12 and ECE)
2. Conferences held on days other than February 13th if they are directly related to a District-wide Conference Day.
3. Team conferences (should be reported as a conference for each teacher).
4. ECE (students must be included at their actual grade level).
5. Pre K (*Early Childhood - any student under 5 enrolled in a JCPS Program but not assigned to Kindergarten status*) Pre K, Pre-K Tuition, Head Start, 3-Year-Old Students.

**If any Early Childhood conference occurs before the scheduled conference day, please include in your conference counts.*

PARENT TEACHER CONFERENCE

Principals Are Responsible For:

- **Designating a data-entry person that will compile the conference numbers and enter the totals on the Web Based Application.**
 - **Parent Teacher Conference “totals” must be entered:**
 - **prior to 4:00 P.M.**
 - **Wednesday, February 15, 2012**

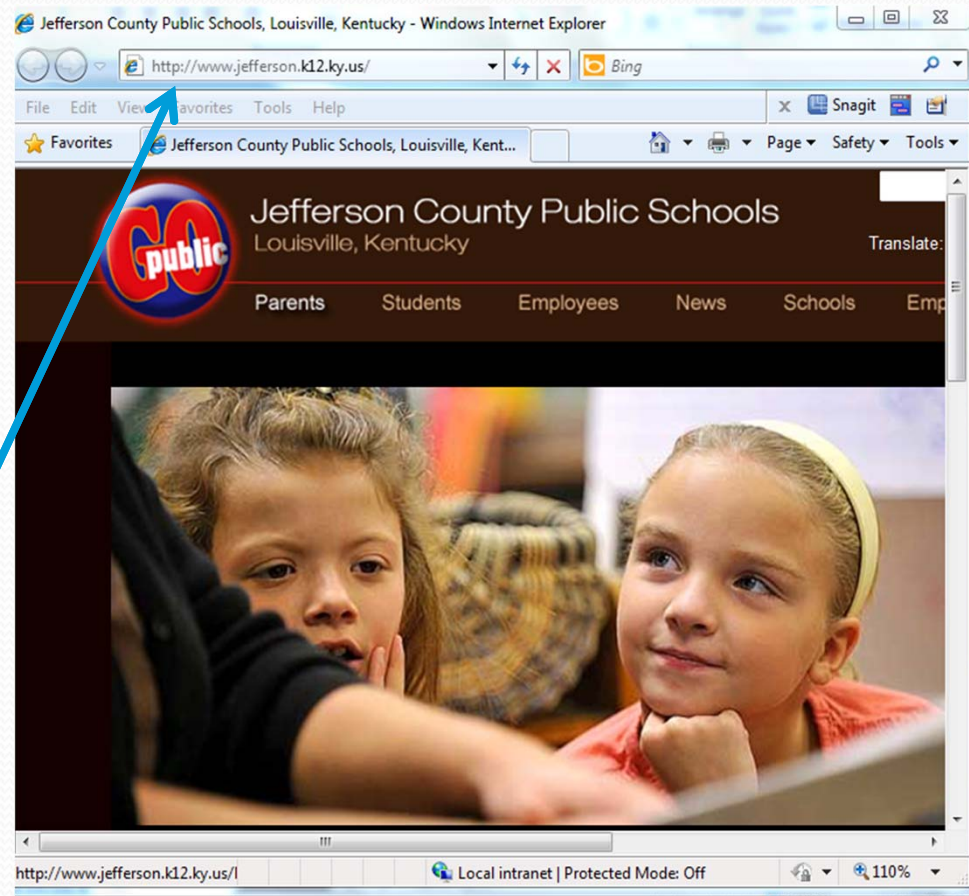
- **Complete and Fax (6255) the Teacher Participation Form to:**
 - **Accountability, Research and Planning Department**
 - **prior to 4:00 P.M.**
 - **Wednesday, February 15, 2012**

PARENT TEACHER CONFERENCE

The counts for all conferences, Pre-K through 12 and ECE will be collected electronically using

The Parent Teacher Conference
“WEB BASED APPLICATION”.

To log onto the JCPS,
Parent Teacher Conference
“Web Based Application”,
enter the following address
into your Internet browser:
<http://apps.jefferson.kyschools.us/ParentTeacherConference>



PARENT TEACHER CONFERENCE

Enter your JCPS
Network Username and
Password to access the
Parent Teacher
Conference “Web Based
Application”.

*(The same username and password you use
to login to your computer.)*

Click “Login”

For technical support, please
contact the:

JCPS, IT Help Desk at 3552.



PARENT TEACHER CONFERENCE

SELECT a SCHOOL YEAR:
2011-2012

WELCOME

Select a School Year

2010-2011

2011-2012

SELECT CONFERENCE:
2/ 13/2012

Select A Conference Date For the 2011-2012
School Year

Conference	
<input checked="" type="radio"/>	2/13/12

SELECT SCHOOL:

Select School

- Select -

PARENT TEACHER CONFERENCE

A screen will appear reflecting the following areas:

- Conference Date for 2011-2012
- School Information
- Conference Statistics

Enter the Parent Teacher Conference counts in the “Conference Statistics” area.

(All areas must have a numeric value entered.)

- Your schools’ appropriate grades will be listed.
- Pre K - *if you don’t have a Pre K class enter “0”*).
- ECE Students must be included in their actual grade.

BEFORE YOU CLICK “SUBMIT”

- *Please, print out a copy of your counts and keep for your files. (Verify your counts before you click submit.)

Then click “SUBMIT”

WELCOME Susan Egan!

Select a School Year

2010-2011
 2011-2012

Select A Conference Date For the 2011-2012 School Year

2/13/12

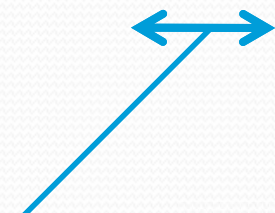
School Information

ATHERTON HIGH

SchoolID: 018 Conference Date: 10/11/2011

Conference Statistics

Grade Level	Conferences Scheduled	Conferences Held
Pre-K	<input type="text"/>	<input type="text"/>
9th Grade	<input type="text"/>	<input type="text"/>
10th Grade	<input type="text"/>	<input type="text"/>
11th Grade	<input type="text"/>	<input type="text"/>
12th Grade	<input type="text"/>	<input type="text"/>



Must place in numeric value for conferences “Scheduled and Held”. If conferences were not “Scheduled or Held”, ENTER “0”

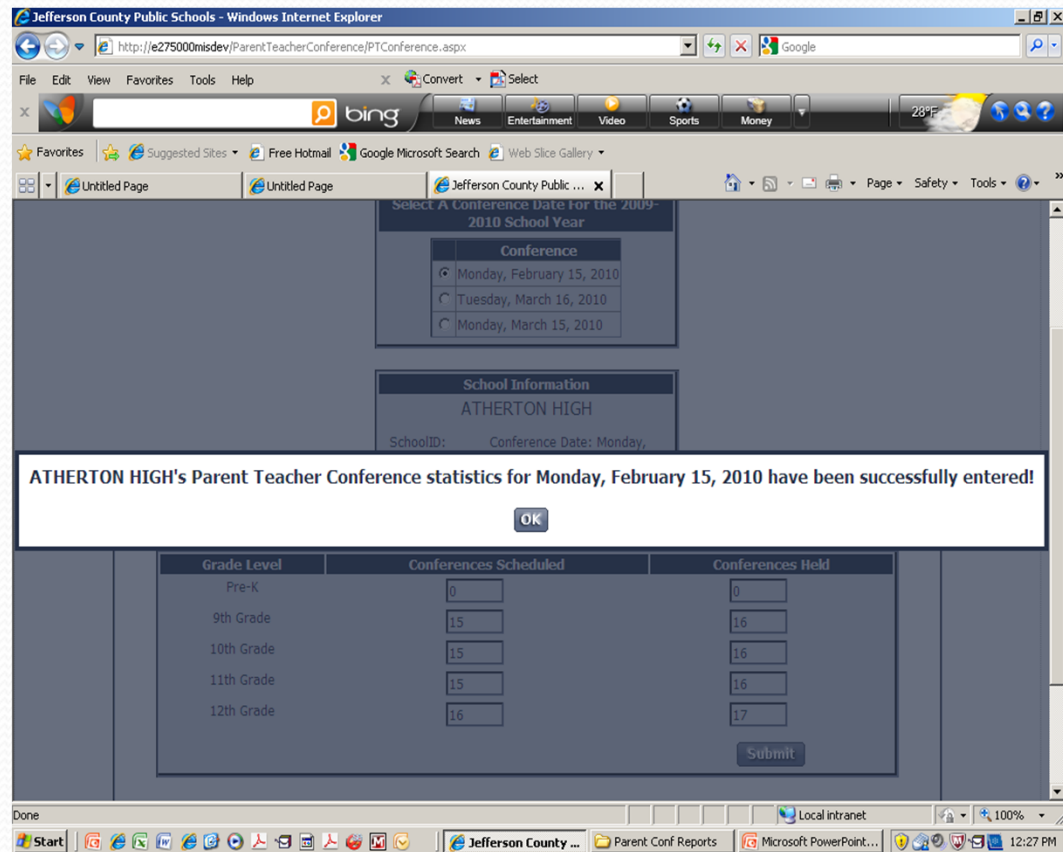


PARENT TEACHER CONFERENCE

CONFIRMATION SCREEN

After you have submitted your conference counts, you will receive confirmation that your “February 13th counts have been successfully entered”.

Then, Click “OK”



Jefferson County Public Schools - Windows Internet Explorer

http://e275000misdev/ParentTeacherConference/PTConference.aspx

Select A Conference Date For the 2009-2010 School Year

Conference

- Monday, February 15, 2010
- Tuesday, March 16, 2010
- Monday, March 15, 2010

School Information

ATHERTON HIGH

SchoolID: Conference Date: Monday,

ATHERTON HIGH's Parent Teacher Conference statistics for Monday, February 15, 2010 have been successfully entered!

OK

Grade Level	Conferences Scheduled	Conferences Held
Pre-K	0	0
9th Grade	15	16
10th Grade	15	16
11th Grade	15	16
12th Grade	16	17

Submit

Done

Local Intranet 100%

Start | Jefferson County ... Parent Conf Reports | Microsoft PowerPoint... | 12:27 PM

Jefferson County Public Schools

Accountability, Research and Planning Department

- The following “roll groups” at your school have access to the Parent Teacher Conference “Web Based Application”:

Principal

Assistant Principal(s)

Counselor(s)

Secretary

Attendance Clerk

Records Clerk

- Please contact the JCPS, IT Service Desk (3552) if you are unable to access the application or experience technical problems.
- Parent Teacher Conference “totals” must be entered:
 - prior to 4:00 P.M.
 - Wednesday, February 15, 2012

If you have any questions regarding the Parent Teacher Conference, please contact Susan Egan or Jennifer Westerfield at 3036.

Thank You