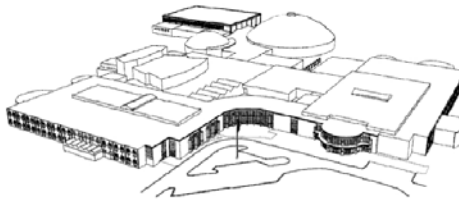


October 2009

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## Frequently Asked Questions about GBS Parent-Teacher Conference Registration

1. ***Can I call in my registration if I don't have access to a computer?***  
Yes. Call 847-901-6788 for help to schedule your conferences. You may need to leave a voicemail with your name and daytime phone number. Your call will be returned in the order in which it is received. This service will be available Monday through Friday, November 2- 6, 2009, from 7:30 a.m. - 4:00 p.m.
2. ***Can I choose conferences by room location?***  
No. Be sure to check the school map to plan your route for moving from room to room as quickly as possible.
3. ***If a teacher is not available, or I cannot get that teacher scheduled, what should I do?***  
Try the other parent-teacher conference night, or contact the teacher directly to arrange a phone conference.
4. ***What if my student's schedule is not correct on the web site?***  
Schedule the classes that are correct first. Schedules are current as of October 6<sup>th</sup>. If your student's class schedule was modified after the data was sent to the web site, call 847-901-6788 for assistance.
5. ***What if my son or daughter has two sets of guardians or a non-custodial parent?***  
In cases with dual guardians or a non-custodial parent, each person will be given a unique student ID number and password so they can schedule conferences independently.
6. ***What if I need to change any of my session times, or if I decide I need to see another teacher after I have already scheduled my conferences?***  
You can log back in and modify your scheduled conferences through Sunday, November 8, 2009. Be aware that some teachers' schedules might be full, or you may have a large gap in time between conferences, or you may have to come in on the other conference night.
7. ***What if I decide I cannot make it to sessions I have already scheduled?***  
Call 847-901-6788. The old schedule can then be deleted and you will be able to reschedule your conferences.
8. ***Can I register for a conference with my student's Special Education Case Manager if he or she is not a regularly scheduled teacher?***  
Yes. Call the Case Manager directly on or after November 9, 2009 to schedule a conference.
9. ***What if my student is in the Glenbrook Academy?***  
This year Academy conferences will be held on Thursday, November 12, 2009 and will be scheduled online. They require logging into **Glenbrook Academy PT Conference Scheduler** at <http://www.ptconferencemaker.com/Academy/> after 7:30 a.m. on Monday, November 2<sup>nd</sup>. Academy parents must schedule their Academy conferences first and then schedule their GBS conferences to avoid conflicts. For questions, please call Academy secretary Dorothy Durchslag at 847-486-4650.