



Merion Elementary School

549 South Bowman Avenue, Merion, PA 19066

Office Phone (610) 645-1470 Fax (610) 664-4762

www.lmsd.org

February 14, 2019

Dear Merion Families,

Please review the steps listed below prior to logging in to the online system (www.ptcfast.com/reg1) for scheduling a parent conference. **You will be able to access the system at 5:00 pm on Thursday, February 21.**

- Once you go to the website listed above you will be asked for an Entry Code. After you have typed in the code, click submit. Each teacher has a different code, **codes are listed on the back of this letter.**
- You will then be asked to fill in the boxes as indicated (student first name, student last name, parent name and email address). After you have typed in the information, **click submit.**
- You will then receive an e-mail with the subject header "**Select Date/Time for Teacher Conference Now**".
- Once you open the e-mail, you should click "**Click here to select conference time**".
- You will then see a schedule of times and dates.
- Slots that have already been selected will be "unavailable". Please select a slot that is indicated by "**Available**".
- If you have another child at Merion, you can click "Add a different student". You will again be asked for an Entry Code. After you have typed in the code, click submit. This will enable you to see schedules side-by-side for multiple teachers.
- **Confirm your selection(s) by clicking Confirm Selections.**
- You will receive an e-mail confirmation of your appointment time(s).
- A reminder will be sent via e-mail the day before your conference.
- **Deadline for registering is Friday, March 8, 2019.**
- Classroom codes are also available on the Merion office Blackboard under Parent Info.
- **Remember to bring your child with you to the conference.**
- If you have any questions, please call the main office at 610-645-1470 and Bev or Brooke will be happy to assist you.

We look forward to seeing you at your child's student led conference.

Sincerely,

Anne L. Heffron
Principal

PTC Code	Teacher Name
JTM187573	Johnson
2FK187570	Wiggins
ZEF187524	Brazina
HNQ187789	Gaines
Q141110379	Mora
G5Y187890	Mullin
AU01210663	Rosenbaum
HA91210767	Green
U1T187799	Kaufmann
TRX187802	Pressley
9X1187804	Tinker
7MW1110430	Atienza
9PX1152686	Dion
RF41226697	Rullo
NPD187894	Sambor
9EN187899	Wachs
HJP187795	Barber
GC4187788	Chen
BTW1110435	Hershman
U1X187862	Oppenheim
3ST187861	Popko
7ZP1224078	Boyer
WFY187859	Doran
2S8187806	Friedlander
3J9187840	Morton
HNS187896	Sunderland