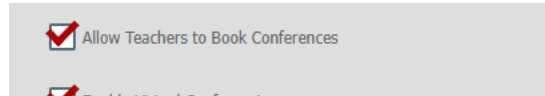


How to Have a Teacher Book a Conference for a Parent

Applies to: ☒ Standalone Conference Manager System Admin and Office Admin
☒ PowerSchool Conference Manager System Admin and Office Admin

The Conference Manager allows teachers to book conferences on behalf of parents into their schedule at any point before or during the period when parents are booking. This is possible as long the preference is set in the School Profile as shown below.



With this option checked, a BOOK button is visible beside each time slot in a teacher's schedule and is used to create a booking in that time slot.

Print Print (No Comments)

Conference Location: 223

AVAILABLE	TIME	STUDENT NAME	PARENT/GUARDIAN NAME	COMMENT	OTHER ATTENDEES	TYPE	PHONE	
☒	1:00 PM							BOOK RESERVE
☒	1:10 PM							BOOK RESERVE
☒	1:20 PM							BOOK RESERVE
☒								

The teacher then searches for the parent (#1 below). Parent accounts matching the search criteria will be displayed. If the parent does not have an account, then a System Admin or Office Admin must book the conference as they have the ability to create an account for the parent whereas a teacher does not. The teacher clicks the SELECT button (#2) beside the parent for whom they are wanting to book an appointment as shown in the screenshot below.

Make a Booking

CONFERENCE DETAILS

Teacher Ms. G. Boss

Location 22

Date Wednesday Nov 04, 2026

Start Time 1:00 PM

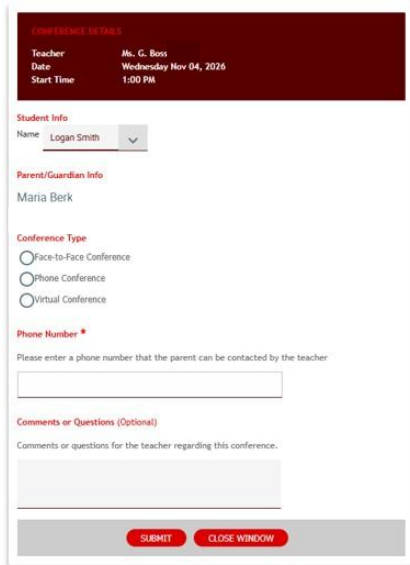
RESERVE this time block on the teacher's behalf.

Total: 4

REGISTERED PARENTS/GUARDIANS

LAST NAME	FIRST NAME	STUDENT NAME(S)	
Berk	Maria	Logan Smith	SELECT EDIT
Kan	Jami	Maddie Smith	SELECT EDIT

The teacher completes the booking form on behalf of the parent. The teacher will need to enter something into the phone field. They can put anything, such as “NA” for not available or the number can be entered if known.



A screenshot of a web form titled "CONFERENCE BOOKING" in a dark red header. The form is organized into sections: "Teacher" (Mr. G. Best, Wednesday Nov 04, 2026, 1:00 PM), "Student Info" (Name: Logan Smith), "Parent/Guardian Info" (Maria Berk), "Conference Type" (radio buttons for Face-to-Face, Phone, and Virtual), "Phone Number" (with a red asterisk and a note to enter a contactable number), and "Comments or Questions (Optional)". At the bottom are "SUBMIT" and "CLOSE WINDOW" buttons.

CONFERENCE BOOKING

Teacher: Mr. G. Best
Date: Wednesday Nov 04, 2026
Start Time: 1:00 PM

Student Info
Name: Logan Smith

Parent/Guardian Info
Maria Berk

Conference Type
☐ Face-to-Face Conference
☐ Phone Conference
☐ Virtual Conference

Phone Number *
Please enter a phone number that the parent can be contacted by the teacher

Comments or Questions (Optional)
Comments or questions for the teacher regarding this conference.

SUBMIT **CLOSE WINDOW**

Once submitted, the booking is added to the teacher schedule. The parent will also receive a confirmation email indicating that a conference has been booked on the parent’s behalf. The parent will also get the reminder email the night before the conference is scheduled.