

September 2020

Dear Parents/Guardian:

The staff and administration of Addison Trail High School would like to invite you to participate in our annual **Parent/Teacher Conferences on Wednesday, October 7, 2020**. Parent Teacher Conferences offer you the opportunity to meet with your student's teachers, counselor, or other staff members to discuss your student's progress in class.

Parent Teacher Conferences will take place on Wednesday, October 7 from 12 P.M. to 7 P.M.

Due to Parent Teacher Conferences, students will not be in attendance on Wednesday, October 7.

Attached are directions for how to sign up for conferences. You will be able to use your **PowerSchool** user name and password that you used during online registration to access parent teacher conference sign-ups, so no additional passwords or usernames are required. **The attached directions include your PowerSchool username for login purposes.**

Registration for conferences will begin on **Monday, September 28 at 9 A.M.**

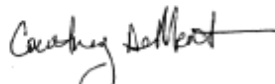
This year, due to COVID-19, all parent-teacher conferences will take place on Zoom. You will also have the opportunity to call in if you choose to do so. When you complete your registration for conferences through PowerSchool, the final schedule will be sent to the email we have on file, and will include Zoom links and phone numbers for you to access those conferences on October 7.

Please also note that Administrators, Deans, and Counselors will be available for conferences; you will have the option to schedule with them when you register.

Should you have any questions during the registration process or if you don't have access to a computer, please call 630-628-3300 and one of our assistants will help you through the process of signing up.

The staff of Addison Trail High School welcomes you and looks forward to meeting you.

Sincerely,



Courtney DeMent
Assistant Principal

Hate Has No Home Here.
#weareAT

PowerPTC

Quick Start Guide

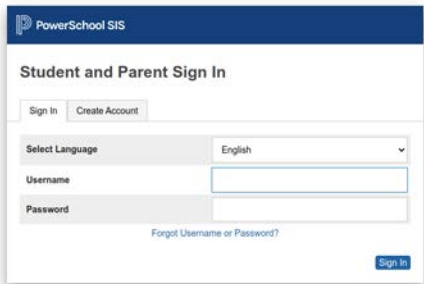
Log into PowerSchool's Parent Portal

1. Open a web browser and navigate your PowerSchool Parent Portal at:

<https://powerschool.dupage88.net/>

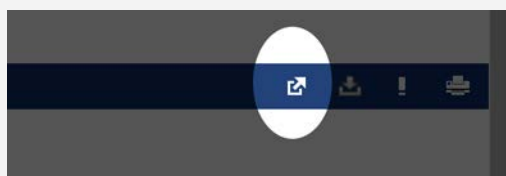
2. Log into Parent Portal with your username and password.

USER NAME:

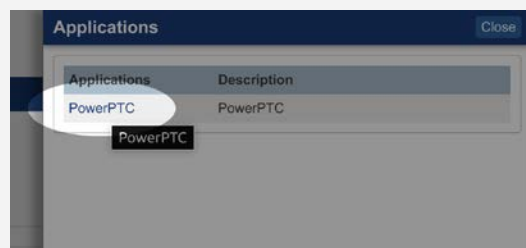


The screenshot shows the 'Student and Parent Sign In' page of the PowerSchool SIS. It includes a 'Sign In' button and a 'Create Account' button. Below these are fields for 'Select Language' (set to English), 'Username', and 'Password'. A link for 'Forgot Username or Password?' is visible. A 'Sign In' button is at the bottom right. Copyright information for 2009-2020 PowerSchool Group LLC is at the bottom.

3. Click on the **Applications** menu in the upper right-hand corner.



4. Click on the **PowerPTC** menu item to log into PowerPTC to schedule your conferences.



Scheduling Your Conferences

1. Click on **Conference Schedule**.
2. Select the **date** you would like to schedule your appointments on.
3. Select a starting **time** for your appointments.
4. If you would **not** like to attend conferences with certain courses, uncheck the box under the **Schedule** column.
5. Click **Build Your Schedule Now!**
6. Finally, click **Print Schedule** to create a hard copy of your parent-teacher conference schedule.
7. If you are scheduling for more than one student, you can switch from one student to the other by clicking on the **Select a Student** link from the left-hand menu.

Forgot your Parent Portal Password?

If you have forgotten or need to reset your PowerSchool password, you can do so:

1. Open a web browser and navigate your PowerSchool Parent Portal at:
<https://powerschool.dupage88.net/>
2. Click on **Forgot Username or Password?**
3. Enter required information and follow prompts to reset your password.

PowerPTC

Guía de Inicio

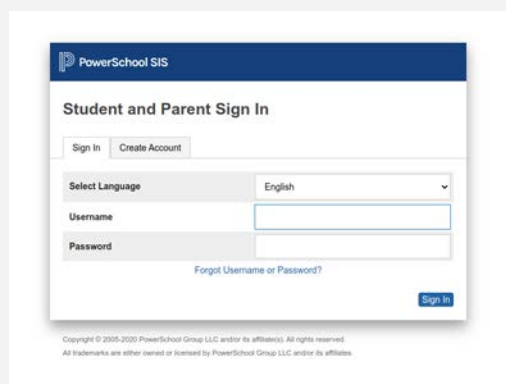
Ingrese al Portal Para Padres de PowerSchool

1. Abra un navegador web y enlace al Portal para Padres de PowerSchool en:

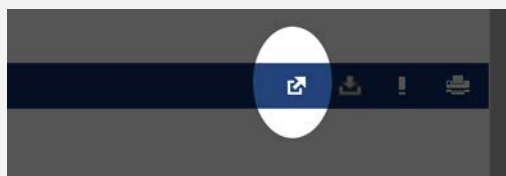
<https://powerschool.dupage88.net/>

2. Ingrese al Portal para Padres con su nombre de usuario y contraseña:

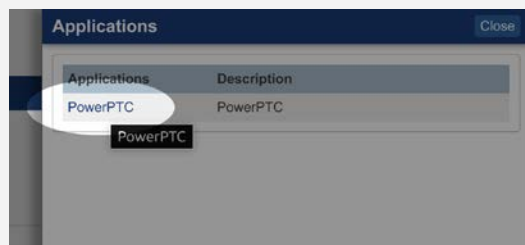
NOMBRE DE USUARIO:



3. Haga clic en el menú de **Applications** en la esquina superior a su derecha:.



4. Haga clic en el menú de **PowerPTC** para ingresar y programar sus conferencias:



Programar Conferencias

1. Haga clic en **Conference Schedule**.
2. Seleccione la **fecha** en la que le gustaría programar sus citas.
3. Seleccione un **horario** para sus citas.
4. Si **no** desea asistir a conferencias de ciertos cursos, desmarque la caja debajo de la columna **Schedule**.
5. Haga clic en **Build Your Schedule Now!**
6. Finalmente haga clic en **Print Schedule** para crear una copia de su horario de conferencias de padres y maestros.
7. Si está programando para más de un estudiante, puede cambiar de un estudiante a otro haciendo clic en el enlace de **Select a Student** en el menú de la izquierda.

¿Olvidó su contraseña del Portal para Padres?

Si ha olvidado o necesita restablecer su contraseña de PowerSchool, puede hacerlo:

1. Abra un navegador web y enlace al Portal para Padres de PowerSchool en:
<https://powerschool.dupage88.net/>
2. Haga clic en **Forgot Username or Password?**
3. Ingrese la información requerida y siga las instrucciones para restablecer su contraseña.