

PARENT CONFERENCES

IMPORTANT SAVE THIS NOTICE

Newton South High School will be using an on-line **Parent/Teacher Conference Reservation System** called **Virtual Paragon** again for the **December 8 and December 15 conferences from 1:05-3:55 p.m.** The system will accept reservations for conferences from **Monday, November 30, at 7 p.m. until Friday, December 4th, at 10 p.m.** If you do not have access to a computer, you may call 617 559-6500 only **during the reservation period** and ask for Assistant Principals Mary Scott or Purnima Vadhera. If your computer system does not meet the minimum software requirements, you may call or e-mail us. If you encounter any problems or have any questions, please send an email to NSHS_support@newton.k12.ma.us You should have ready a list of the teachers you would like to see and the times you would like to have conferences.

REMEMBER to

- Reserve a **maximum of 3 conferences per child from 11/30-12/2** (Any conferences beyond the third will be deleted and a new schedule emailed to you). Also, be sure to write down your password so you can go back into the system.
- Reserve a **maximum of 3 additional conferences from 12/3-12/4.** (Any conferences beyond the sixth will be deleted).
- Reserve only **one 10-minute** time slot per teacher.
- Allow at least **10 minutes** in between conferences
- ***Extra conferences that do not abide by the above rules will be deleted.***
- Make sure you press the **SAVE or DONE** button or the data you have entered will not save.

Parent Instructions

Go to the Parent/Teacher Conference Reservation System web site through the Virtual Paragon web site:
www.virtualparagon.com/nshs/conference/

1. The school's master password is: **Please refer to the flyer that went home with report cards.**
2. Create your own account. Choose a user name and password. If you have more than one child at South, indicate all children's names when you create your account. Be sure to save this in case you need to change or add reservations. We do not save account information from year to year.
3. Log into the system. Type in your user name and password; this brings you to the main menu
4. Select the activity you want to do such as MAKE RESERVATIONS or CHANGE RESERVATIONS.
5. Select the teachers you want to sign up for by clicking in the box by each teacher's name.
6. The schedules of teachers you have selected will be displayed next to each other. You can scroll side to side to see the different teachers. Scroll up and down to see their different time slots.
7. Reserve the slots you need by clicking in the available time slots.
8. Press SAVE to reserve the slots you have selected so far or press DONE when you have finished making all your reservations.
9. Check the list of your reservations. If you are satisfied, you can print your reservations and log out of the system, or you can go back and make changes.
10. You can pick up a school map at the main office.