

Parent/Teacher Conference (PTC) Registration Process for Parents/Guardians

Where to Start

- Go to the Latta Website <http://www.latta.k12.ok.us>
- Click on the "Parent Teacher Conference" tab/link located on the navigation bar on the Latta Website.

Front Page Transfer Availability Data ▼ COVID Information ▼ District ▼

Elementary ▼ MS & HS ▼ Resources ▼ Parent Teacher Conferences

- If you already have a SOCS account from last year, sign in with your information. If you do not have a SOCS account, click the **Sign Up NOW!** If you have not yet registered, you will complete the registration screen that asks for name, email and password. Once you have completed the registration screen you will have password protected login access and will receive an email confirming your registration and login credentials.

- The screen below will appear.

The screenshot shows the Latta Public Schools website's Parent Teacher Conferences page. At the top, there is a navigation bar with links for Front Page, Transfer Availability Data, COVID Information, District, Human Resources, Parents & Students, and Student Activities. Below this is a secondary navigation bar with links for Elementary, MS & HS, and Parent Teacher Conferences. The main content area features the Latta Public School logo on the left and a photo of cheerleaders on the right. Below the logo, there is a "Parent Teacher Conferences" section with a "Sign Out" link. A welcome message reads: "Welcome to Parent Teacher Conferences. Please select one of the available conferences for more options." Below this is a table with the following data:

Conferences	
Date	Description
March 08, 2022	Latta Secondary Parent/Teacher Conferences

At the bottom of the page, there is contact information for Latta Public Schools: 13925 County Road 1560, Ada, OK 74820, 580-332-2092. The footer includes the SOCS logo, copyright information for 2022, and links for Accessibility, Privacy Pledge, and Mobile. A "Select Language" dropdown menu is also present.

YOU ARE NOW AT THE PTC SCREEN

Signing Up for Parent-Teacher Conferences

Step 1: Choose the conference you wish to attend. Once you have chosen the conference you will be taken to a list of teachers associated with the conference.

Step 2: Select the teacher(s) from the list or start typing the last name in the "Search Teacher" field.

Note: You can reserve time with up to eight teachers. You can register for additional teachers once you complete the current process.

Step 3: Enter the student's name.

Step 4: Click continue.

Step 5: Check the box next to the conference times(s) you wish to reserve.

Step 6: Click **Update**.

The timeframe/s you chose will be colored green.

At this point, you may sign up for conferences for additional teachers or additional students by clicking on the "Teacher Selection" button.

- Choose additional teachers **OR**
 - Repeat the process you just completed for additional student/s choosing new teacher/s and entering the additional student/s name/s
 - Click Update
-
- The timeframe you chose is colored **green** (registration for the additional teachers or student/s is added to your Confirmation Registration Report)

At the bottom of the screen, you will see the confirmation of your conference registration. You will have the option to "**click here to print**" to get a copy of your Conference Registration Report.

If you have any questions about the process or have difficulty registering, please call 580.332.2092 for assistance.