



ARCHANGEL GABRIEL  
CATHOLIC SCHOOL

## **K-8th Grade Parent/Teacher Conferences**

**Monday, November 9, 2020**  
**9:00 AM - 3:00 PM**

### ***Procedures for scheduling Parent/Teacher Conferences through OptionC:***

- Login into [www.optionc.com](http://www.optionc.com).
- Archangel Gabriel Catholic School's code is 8672.
- Enter your user name and password.
- Once you have logged into OptionC, on your homepage, click schedule teacher conference. Remember you are only scheduling a conference with the homeroom teacher.
- Under conference time, click the dropdown and select a timeslot.
- Place a check mark by those relatives that will attend.
- Select Save Changes.
- The last day to schedule conferences will be Wednesday, November 4, 2020.

If you do not have your user name/password, please email the school office at [schoolofficerobinson@archangelgabrielphg.org](mailto:schoolofficerobinson@archangelgabrielphg.org).