

Westview Middle School Conference Scheduling Information

1. Log on using this link
<https://westviewmiddle.meettheteacher.com/>

2. You will see this screen
Use the information that was sent to you via Infinite Campus
Remember that only the parent listed as Emergency Priority 1 on Infinite Campus can schedule a conference
We allot only one conference per student

3. Choose the date and team and click on “Continue”
It is important to choose the correct team for your child.

4. Choose the time for your conference and click on “book”

You can choose from any time that is green.
Times that are red are not available.

5. Click on “book” to secure that time slot.

6. You have successfully scheduled your conference!
You can always delete your conference time by Clicking on “delete”