Parent-Teacher Conference Sign-Up Guide

HERITAGE CHRISTIAN ACADEMY | FACTS FAMILY PORTAL

Dear HCA secondary families,

We are excited to begin scheduling parent-teacher conferences! This year, we will use the FACTS Family Portal for conference registration for the first time. Follow the steps below to reserve a convenient time.

STEP 1 | Log In to FACTS Family Portal

1. Visit factsmgt.com/login and choose Family Portal Login under For Families.
2. Enter the HCA district code HCS-WA, then sign in with your existing Family Portal username and password.
3. Forgot your login information? Use the username or password recovery link on the login screen.

STEP 2 | Select Your Conference Day and Time

1. Registration opens Friday, November 6, after school.
2. In Family Portal, navigate to Calendar > My Classrooms.
3. Find and select the Parent-Teacher Conference event on the calendar.
4. Review the available dates and times, then choose the time that works best for your family to complete registration.

NEED TO MAKE A CHANGE?

If your schedule changes, return to the conference event in Family Portal to update or cancel your selected time slot.

NEED A LITTLE HELP?

If you have never logged in, need the district code, or cannot find the conference event, please reply to the accompanying school email. We are happy to walk you through the process.

Thank you for partnering with us in your child’s education. We look forward to celebrating your child’s progress and discussing how we can continue supporting their learning and growth.

We look forward to seeing you at conferences!