



# Parent-Teacher Interviews

To **book** your time for parent-teacher interviews follow these instructions:

1. For parent teacher interviews: <https://bit.ly/35rb1n1>
2. Appointments are bookable for either **online** or **in-person**. Teachers are sorted by last name. Choose the type of appointment with the correct part of the alphabet for the teacher you wish to make an appointment with.

ONLINE (Surnames A-F) <input type="radio"/> Schedule a 10 mins appointment with a tea... Read more 10 minutes	In-Person (Surnames A-F) <input type="radio"/> Schedule a 10 mins appointment with a tea... Read more 10 minutes
ONLINE (Surnames G-M) <input type="radio"/> Schedule a 10 mins appointment with a tea... Read more 10 minutes	In-Person (Surnames G-M) <input type="radio"/> Schedule a 10 mins appointment with a tea... Read more 10 minutes
ONLINE (Surnames N-Y) <input type="radio"/> Schedule a 10 mins appointment with a tea... Read more 10 minutes	In-Person (Surnames N-Y) <input type="radio"/> Schedule a 10 mins appointment with a tea... Read more 10 minutes

3. Scroll down and choose the teacher's name from the drop-down box. Even though it says **Optional**, we need you to select the correct teacher.

SELECT STAFF (OPTIONAL)

Anyone

Standing, Louise (ASD-W)	Available
Stewart, Heather (ASD-W)	Available

4. Click on either April 13<sup>th</sup> or 14<sup>th</sup>. Then, pick a time you would like to meet with the teacher. Available times are April 13<sup>th</sup> 5:30-7:30 pm and April 14<sup>th</sup> 9-11:30 am.
5. Scroll down and enter your details. **A valid email address must be included.** Be sure to include the student's name that you would like to meet about.
6. Click Book when you are done. You will receive the confirmation below, and an email.

In-Person (Surnames N-Y)

April-13-22

5:30 pm (10 minutes)

Stewart, Heather (ASD-W)

Reschedule

Cancel booking

New booking

7. If you realize you made a mistake you can reschedule or cancel from this page. If you need to make a new appointment, then you can click on **New booking** and start the process again with another teacher.
8. If you have booked an **online appointment**, your email confirmation will include a link to join the meeting at the appropriate time.

With

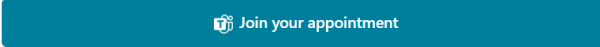
Stewart, Heather (ASD-W)


When

April 13, 2022

6:30 PM - 6:40 PM

(UTC-04:00) Atlantic Time (Canada)

 Join your appointment

 Reschedule

9. If you have booked an **in-person appointment**, your email confirmation will not include a link, and will look like this:

Service Name

In-Person (Surnames N-Y)

With

Stewart, Heather (ASD-W)

When

April 13, 2022

5:30 PM - 5:40 PM

(UTC-04:00) Atlantic Time (Canada)

 Reschedule

Please arrive at the school a few minutes before your appointment time so you can find the correct classroom to conduct the meeting.