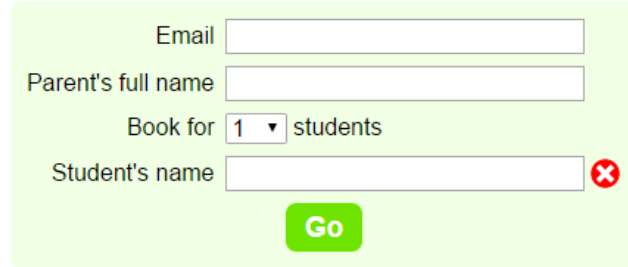


# Parent Teacher Interview – Sign up Steps

1. Click link to begin process: <https://www.schoolinterviews.ca/book/step1?z=gOHOq8>
2. Event Code: **stxj8**
3. Please provide the information required below:

**Step 1:** Enter your email address, your name and your student's name(s).

- ▶ Your email address is used to send you confirmation of your bookings.
- ▶ Select the number of students you want to make bookings for, and fill in their names.
- ▶ Press the green "Go" button to go on to the next page.



A light green rectangular form with the following fields: "Email" (text input), "Parent's full name" (text input), "Book for" (dropdown menu showing "1" and "students" text), and "Student's name" (text input with a red "X" icon on the right). A green "Go" button is centered at the bottom.

4. Select class and choose the subject your child is in and then select the teacher:

**Step 2:** Choose teachers.

- ▶ Select a class from the first box, then select a teacher from the second box.
- ▶ More options (up to 8) will appear as you use existing ones.
- ▶ Press the green "Go" button to go on to the next page.



A light green rectangular form with two columns of dropdown menus. The first column is labeled "Class" and the second "Teacher". The first dropdown in the "Class" column is selected with "For Karly". A green "Go" button is centered at the bottom.

5. Select a time and date that works with your schedule:

**Step 3:** Choose the time(s) you want.

- ▶ Missing checkboxes mean that time has already been booked by someone else.
- ▶ Press the green "Go" button to confirm your bookings.

**Tue 1 Nov 4:30pm - 7:58pm**

For Karly	4pm				5pm				6pm				7pm						
Mrs. Melnyk (Administration)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Thu 3 Nov 4:30pm - 7:58pm**

For Karly	4pm				5pm				6pm				7pm						
Mrs. Melnyk (Administration)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



A green rounded rectangular button with the text "Go" in white.

We are limiting booked interview times to 8 minutes so that Teachers can meet with as many families as possible. Interviews will take place in the gym on October 30 & November 1. As this is a busy time of year for all families, we request families adhere to the scheduled meeting times. Should further discussion be required please contact teacher directly. We look forward to seeing you!