

Parent Teacher Interviews – Parent Instructions

OVERVIEW

The **Parent Teacher Interview** module allows parents to register for set interview times with their child's teacher during designated Interview dates and times. Parents can schedule times for all children in the family from the same registration screen. The system will only allow a parent to make one appointment per child per teacher for any given time slot.

In order to display available appointment times, first select the child's teacher. Only available interview times will be displayed and once an appointment time has been selected it will be hidden from the rest of the parents. If you try selecting an interview time and another parent has chosen that appointment while you were looking at the screen, it will indicate that the selected time has been taken and refresh the screen with the next available times.

HOW TO BOOK YOUR APPOINTMENTS

1. Sign in to your Parent Connect account
2. Select the **"Intrvw"** tab at the top
3. Select the child for which you want to schedule appointments (if there is more than one child in the family, use the drop down selection box to select the appropriate child)
4. Select a Teacher by clicking on the drop arrow and selecting your child's teacher. All the available times for that teacher for both days will come up on the screen. To move from one day to the next click on next or previous at the top of the list. You can limit the amount of times shown, by selecting a specific date and/or time range.
5. If you select a specific date or a specific time range and the system does not display any time slots, then that means there are no appointments available for the teacher for that date and for those times. Choose a different date, or time range.
6. If you want to cancel an appointment immediately after you selected it, just click on the **"Cancel"** button. If you want to cancel an appointment after you either moved on to the next child or left the program, go back and select the appropriate student and teacher and click on the **"Cancel"** button for the selected appointment. Your appointment will be cancelled and removed from the list on the right.
7. As you select each appointment, they will be recorded and displayed in the right hand panel on the screen for easy viewing. Once you have selected all your appointments, you can print off a hard copy for your records and to bring with you to the school. Appointments for each student will print on their own page.