

## ON-LINE INTERVIEW PROCEDURE

Keeping the lines of communication open throughout the year is an important component for student success. To continue to foster this, St. Joseph's School will be holding Parent Teacher Interviews on Thursday, November 14th from 3:00 to 7:30 p.m. and Friday, November 15<sup>th</sup>, 2019, from 8:30 to 11:30 a.m. Interviews will be 10 minutes in length.

To arrange for a Parent/Teacher Interview -

1. Log into – <http://sjs.schoolappointments.com> and register for an account by clicking the "REGISTER" menu tab and filling in the on-line form. Open for booking appointments from October 28<sup>th</sup> – November 11th, 2019.
2. Add your children into the system by clicking the "Add a Student" button.
3. Once you have selected your date and time, you can print a copy for your reference. A Confirmation Note (of your interview date / time) will not be sent home in your child's report card.
4. A system reminder email will be sent to you about the interview date / time. Your email address is an important piece to automated communication from school. If you do not receive our automated emails and telephone calls from the school, please give us a call so we can check and update your email address on file with us.

Please contact the school if you have any questions.

Respectfully,

Mrs. H. Graham, Principal

## School Appointments - Parent Instructions

1. Go to our school appointments web site for your school.
2. Register for an account by clicking the "REGISTER" menu tab and filling in the on-line form. Choose a user id and password for yourself and then click the "Register Now" button.
3. Add your children into the system by clicking the "Add a Student" button. Click "Insert New" button to add more children.
4. Click the "date" icon beside each child's name to schedule appointments. Select the staff you wish to book appointments with and the "View Calendars" button. Use the "Ctrl" or "Command" key to select multiple staff to view at the same time.
5. Click on available time slots to book your appointments to make your bookings.

