## Online Parent-Teacher Interview Bookings:

- Parent Teacher Interviews with be held on <u>Wednesday</u>, <u>March 20th 2024 from 5:00pm to 7:00pm</u> in the gymnasium at Assumption College School.
- Interviews are by appointment only.
- NOTE- The last day to book an interview is Monday, March 18th, 2024

If you would like to <u>book an appointment</u> with your child's teacher, please complete the following steps below:

- 1. Click "HERE" to access the booking link or use your cellphone's camera to scan the QR code to take you to the booking link.
- a) Click the staff members' name you want to book with. Staff names are sorted Alphabetically by FIRST NAME (It says optional, but this is part is mandatory -do not leave it on "anyone", if on your phone then scroll all the way down to the Calendar)



- b) Click the calendar date- Wednesday, March 20th 2024
- c) Click the time you want to book (Note- only the times the staff member has available will be shown to you)
- d) Enter your First and Last Name
- e) Enter your email address
- f) Enter the name of the student you are booking for
- g) Click "Book"

You will be brought to a confirmation page where you are able to select "book another appointment" so you can book with a different staff member (as your child will have four different teachers this semester). Alternatively, you can complete the above steps again until all your appointments are selected. You will also receive a confirmation email to the email address you inputted.