



# Clayton Heights Secondary

## Parent / Teacher Interviews

**Tuesday, March 9, 2021**

**2:30-4:00 pm or 4:30-6:00 pm**

**Important**

You will **NOT** be able to access the program until  
**9:00 am on Monday, March 1<sup>st</sup>, 2021.**

Parents can begin booking appointments from **9:00 am Monday, March 1<sup>st</sup>**  
**until 12:00 pm on Monday, March 8<sup>th</sup>**

after which the system will be closed to enable teachers to prepare for their appointments.

### School Appointments - Parent Instructions

1. Go to the school appointments web site for Clayton Heights.  
<https://claytonheights.schoolappointments.com/>
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.
5. Select the staff you wish to book appointments with. Use the "**Ctrl**" or  
"**Command**" key to select multiple staff to view at the same time.
6. Select how your meetings will be held.
7. Then click the "**View Calendars**" button.
8. Click on available time slots to book your appointments to make your bookings.



Appointments Will Be:  Virtual Meeting  
 By Phone