

Appointment Date = Monday November 10th, 2008	
1:30 pm	<input type="checkbox"/>
1:40 pm	<input checked="" type="checkbox"/>
1:50 pm	<input type="checkbox"/>
2:00 pm	<input type="checkbox"/>
2:10 pm	<input type="checkbox"/>
2:20 pm	<input type="checkbox"/>
2:30 pm	<input type="checkbox"/>

## Parent Instructions for **PARENT / TEACHER INTERVIEWS**

**Wednesday, October 23, 2019**

**3:00 – 4:30 pm OR 6:00 – 7:30 pm**



You will be NOT be able to access the Program until  
4:00 pm on Thursday, October 17, 2019  
Parents can begin booking appointments from  
4:00 pm, Thursday, October 17 until 1:00 pm on Monday, October 21  
after which time the system will be **closed** to enable  
teachers to prepare for their appointments.

**Please print your schedule and bring it with you on Wednesday, October 23, 2019**

Go to our school appointments web site: <http://elginpark.schoolappointments.com>

1. Register for an account by clicking the "**CLICK HERE TO REGISTER**" menu tab (under the **LOGIN**) and filling in the on-line form. Choose a user id and password for yourself and then click the "**Register Now**" button.
2. Add your children into the system by clicking the "**Add a Student**" button. Click "**Insert New**" button to add more children.
3. 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.
4. Click on available time slots to book your appointments and then click the "**Book Appointments**" button to save your bookings.

