

Parent Instructions

Register for an Account

Parents click on the "Register" tab and fill in the registration form to create an account. All fields are required on the parent registration form to create an account.

Register for an Account

**** All fields are required ****

School Access Code:
This is the value that was sent home on the instruction sheet. This code is required to create an account.

Parent First Name:

Parent Last Name:

Phone:

Email Address:
Please enter only one valid email address.

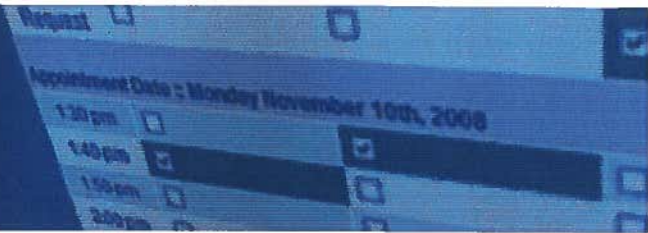
Preferred User ID: (no spaces allowed)
Valid user id's must be at least 4 characters long and can contain letters, numbers, or one of the following: the dash '-', the underscore '_', the at symbol '@', or the period '.'

Enter Your Password:

Enter Your Password Again:

Registration Form with Access Code

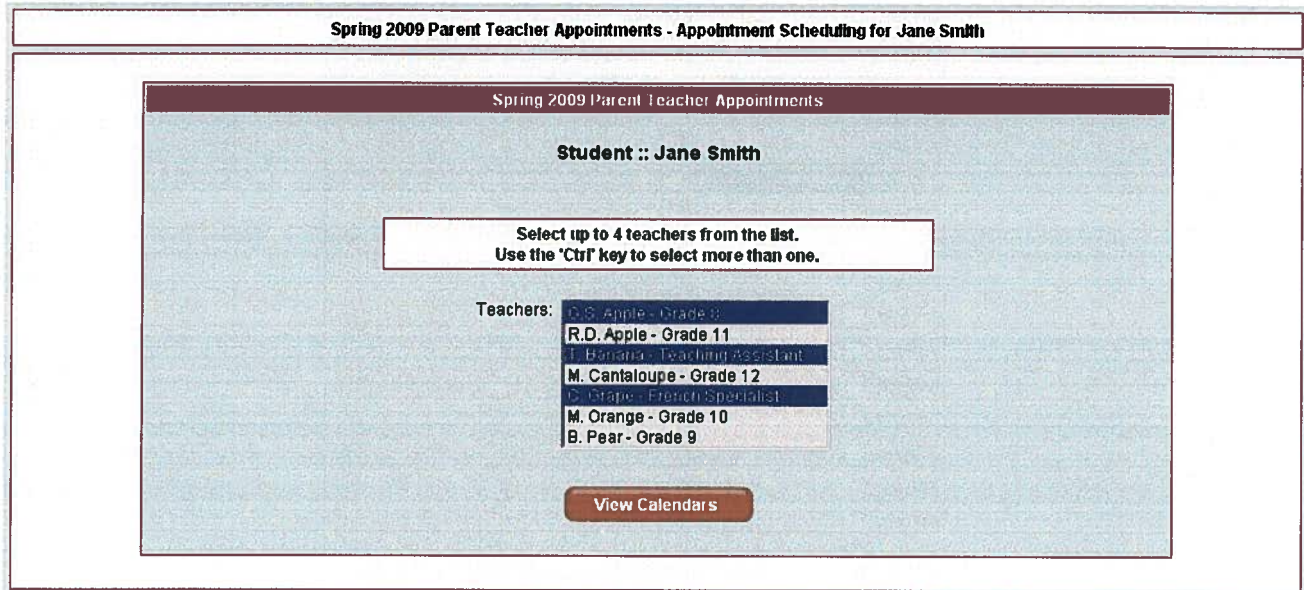
Once parents have successfully registered, they can login to the system and register their students.

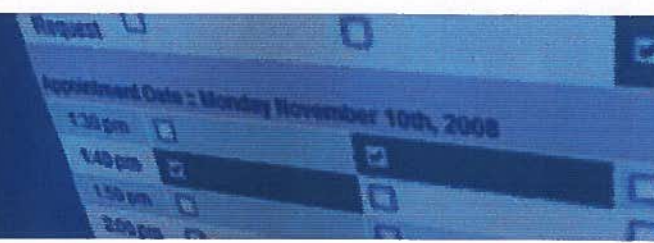


Parent Appointment Scheduling

Select Teachers

Parents can schedule appointments for any student that they have added to the system by clicking on the "Appointments" button beside the student's name. The parent is then taken to a page where they can select the teachers with whom they wish to meet. Multiple teachers can be selected by using the "Ctrl" key on a PC keyboard or the "Command" key on a Macintosh keyboard.





Teacher Appointment Calendars with Appointments Selected

It is not possible for parents to select more than one appointment at the same time or to select more than one appointment with the same teacher. Javascript enabled browsers are required for this validation on the screen. If a parent uses a browser without Javascript enabled and attempts to schedule appointments with a conflict, the next screen will notify them of the errors.

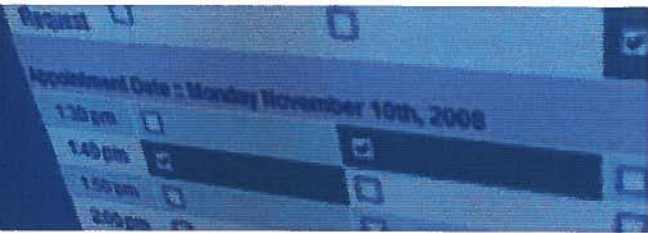
November 2009 Parent Teacher Appointments - Appointment Scheduling for Sandy Fester

November 2009 Parent Teacher Appointments

If you are unable to schedule a time in the selected calendars, you can request a call back.
You will be called you to arrange an alternate time for a meeting.


Student :: Sandy Fester

	R.D. Apple	S. Bent	M. Cantaloupe	M. Orange
Call Back Request	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appointment Date :: Thursday November 26th, 2009				
2:00 pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2:10 pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2:20 pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2:30 pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2:40 pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2:50 pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3:00 pm	Unavailable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3:10 pm	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3:20 pm	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Unavailable
3:30 pm	<input type="checkbox"/>	<input type="checkbox"/>	Unavailable	<input checked="" type="checkbox"/>
3:40 pm	<input type="checkbox"/>	Unavailable	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3:50 pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appointment Date :: Thursday November 26th, 2009				
5:00 pm	Unavailable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5:10 pm	<input type="checkbox"/>	<input type="checkbox"/>	Unavailable	<input type="checkbox"/>
5:20 pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5:30 pm	Unavailable	<input type="checkbox"/>	<input type="checkbox"/>	Unavailable
5:40 pm	<input type="checkbox"/>	<input type="checkbox"/>	Unavailable	Unavailable
5:50 pm	<input type="checkbox"/>	<input type="checkbox"/>	Unavailable	<input type="checkbox"/>
6:00 pm	<input type="checkbox"/>	Unavailable	<input type="checkbox"/>	<input type="checkbox"/>



Parent Home Page

When the parent clicks on the "Return to Home Page" button, they will return to the home page with their students and appointments listed (if there is only a single active schedule). They can book additional appointments for students who do not have the maximum number of appointments booked, or they can book appointments for another student.



Welcome to the Smallville High on-line parent teacher interview booking system. Appointments scheduling will start at specified times and you will be able to view teacher calendars and schedule appointments once you have entered your children into the system in preparation.

November 2009 Parent Teacher Appointments	
Your Students	
Sandy Fester	Appointments
S. Bent - Nov 26 @ 03:10pm	
B. Pear - Nov 26 @ 03:20pm	
M. Orange - Nov 26 @ 03:30pm	
Johnny Test	Appointments
R.D. Apple - Nov 26 @ 02:00pm	
T. Banana - Nov 26 @ 03:00pm	
Print Appointments	

Viewing Parent Appointment Schedules

A parent can view all their appointments for a schedule by selecting the schedule from the "PROFILE" menu tab. This will list all their appointments in chronological order and will allow the parent to delete any of the appointments.

November 2009 Parent Teacher Appointments

Mark Fester

Current Appointments			
Time	Name	Calendar	
Nov 26 @ 05:00pm	Beverly Fester	R.D. Apple	
Nov 26 @ 05:10pm	Beverly Fester	M. Cantaloupe	
Nov 26 @ 05:20pm	Beverly Fester	C. Grape	
Nov 26 @ 05:30pm	Sandy Fester	R.D. Apple	
Nov 26 @ 05:40pm	Sandy Fester	M. Cantaloupe	
Nov 26 @ 05:50pm	Sandy Fester	T. Banana	
Nov 26 @ 06:00pm	Sandy Fester	S. Bent	
Nov 26 @ 06:10pm	Lesley Fester	Ryan Sikkes	
Nov 26 @ 06:20pm	Lesley Fester	M. Orange	
Nov 26 @ 06:30pm	Lesley Fester	T. Banana	
Nov 26 @ 06:40pm	Lesley Fester	S. Bent	

[Print Appointments](#)

Parent Appointments List for a Schedule

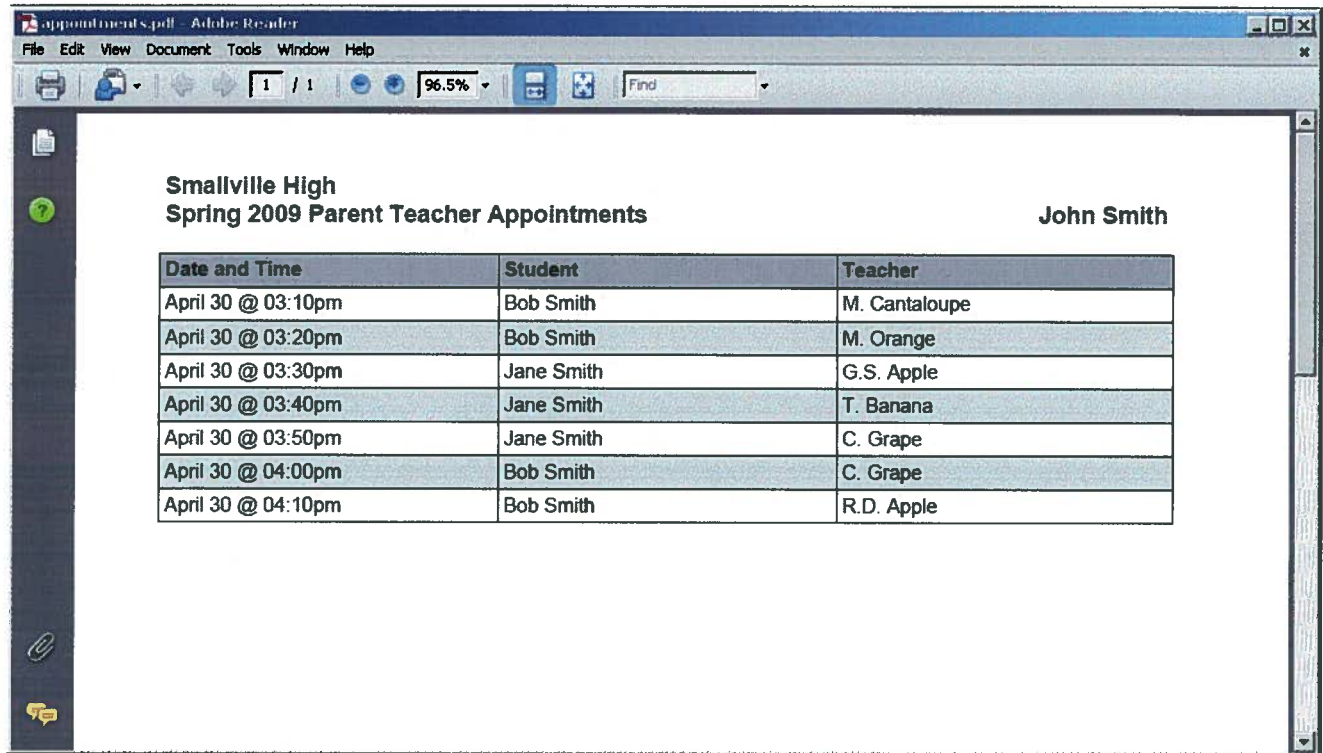
At the bottom of the list of appointments is a button that, when clicked, will generate a PDF document of all the appointments listed.

SchoolAppointments.com

Scheduling Parent Teacher Appointments
Can be Easy for Everyone!

Parent Schedule PDF

If the parent has done well with their scheduling they will have a nice set of consecutive appointments. The generated PDF will list the appointment times, the student and the teacher with whom the appointment is booked.



The screenshot shows a PDF document titled "appointments.pdf" in Adobe Reader. The document content is as follows:

Smallville High
Spring 2009 Parent Teacher Appointments **John Smith**

Date and Time	Student	Teacher
April 30 @ 03:10pm	Bob Smith	M. Cantaloupe
April 30 @ 03:20pm	Bob Smith	M. Orange
April 30 @ 03:30pm	Jane Smith	G.S. Apple
April 30 @ 03:40pm	Jane Smith	T. Banana
April 30 @ 03:50pm	Jane Smith	C. Grape
April 30 @ 04:00pm	Bob Smith	C. Grape
April 30 @ 04:10pm	Bob Smith	R.D. Apple