

# Parent/Teacher Interviews

Appointment times are now made via our website through the process documented below.

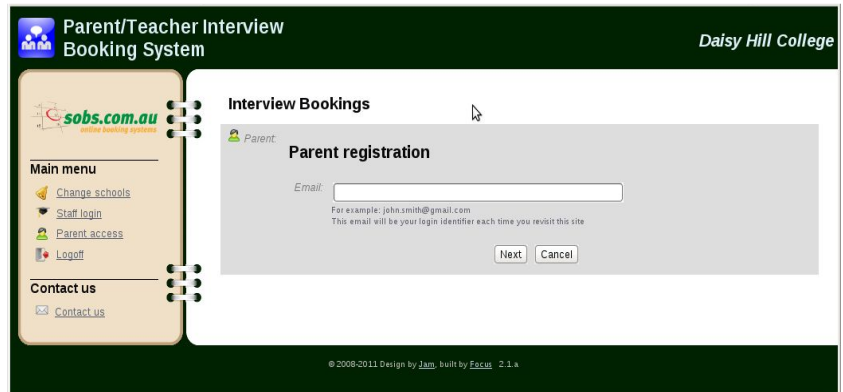
Bookings can also be made through our front office (8882 0700) or your child can make an appointment directly with his/her Learning Advisor.

1. Visit the school website and click on the link for 'Parent/Teacher interviews'

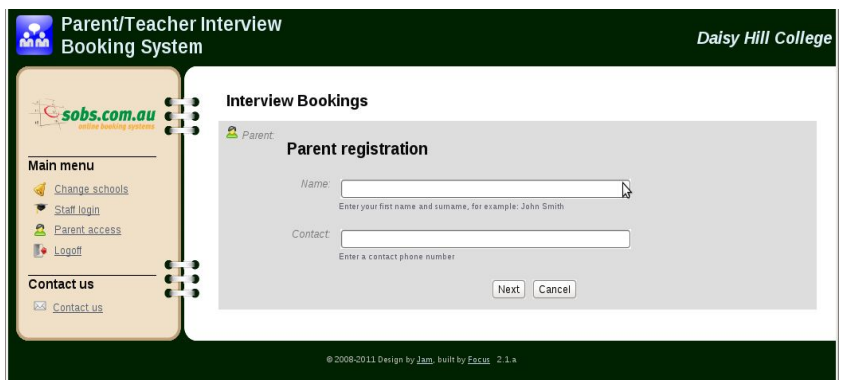
<http://www.stagnesrootyhill.catholic.edu.au/>



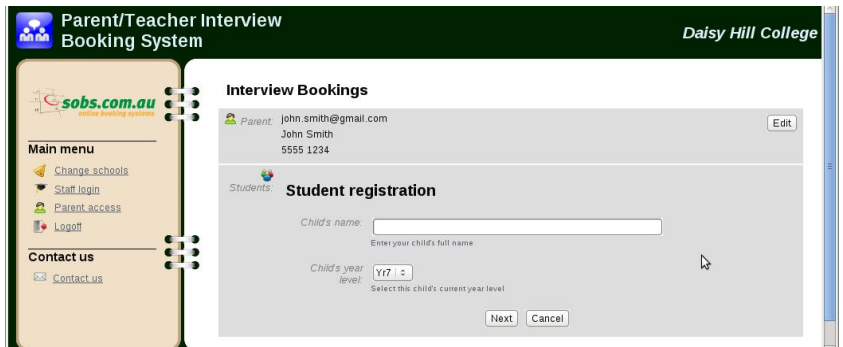
2. Type in your **email address or Full Name**



3. Enter your **name and contact details**

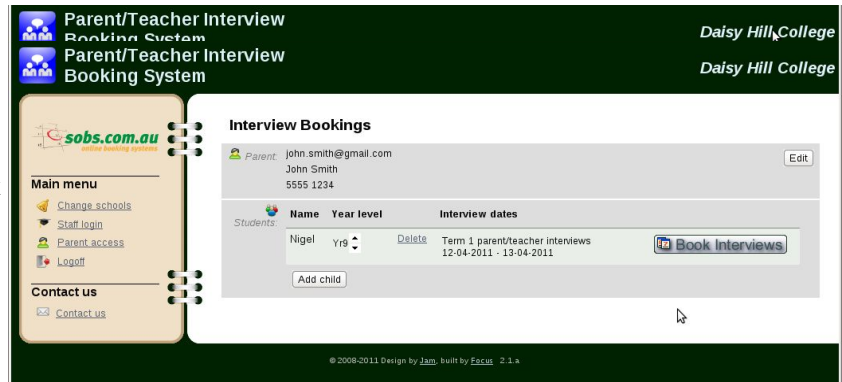


4. Enter your **child's full name** and select **year level** from the drop down menu

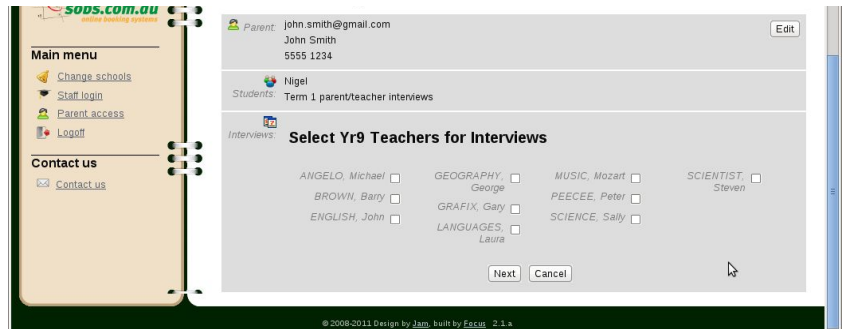


- If your child's name already appears in this list, check the **year level** and adjust this as necessary by **clicking the arrows**

Click on the **Book Interviews** or **Adjust Interviews** button to book or change your interviews

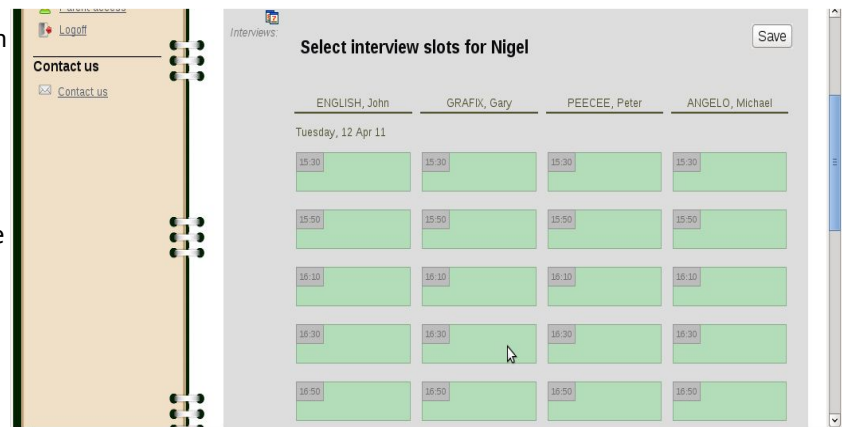


- Select the Learning Advisor teacher of your child.

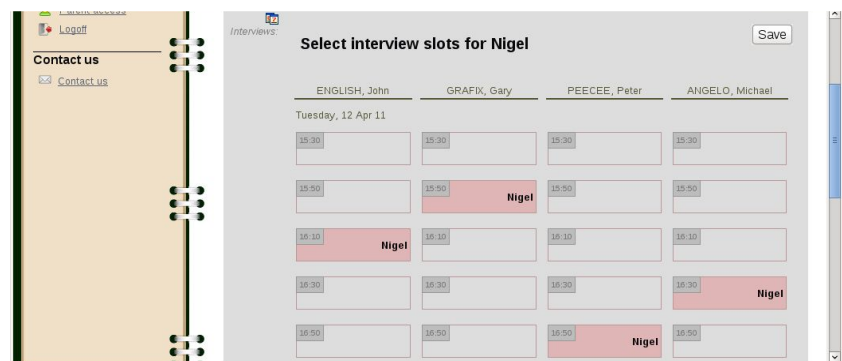


- Scroll and select the available slot for your preferred time. The green slots are available. Grey slots are unavailable. As you **click a green slot** it will turn pink and your child's name will appear in that time. You will only be able to book once with each teacher, and only once in each time slot. Once you have selected your interview slot click the 'Save' button

If you **change your mind** click the pink slot and it will revert to green allowing you to choose a different time slot



- Once saved you will have the option of **emailing** or **printing** your interview booking times. If you select the email option the schedule is sent to the email address you initially entered



- Repeat the above steps if you have more than one child.