



# Student/Parent/Teacher Interviews – Steps to Sign-up

1. Click link to begin process: <https://www.schoolinterviews.ca/code?code=hrkn9>
2. Event Code: **hrkn9**
3. Please provide the information required below:

**Step 1:** Enter your email address, your name and your student's name(s).

- Your email address is used to send you confirmation of your bookings.
- Select the number of students you want to make bookings for, and fill in their names.
- Press the green "Go" button to go on to the next page.

A screenshot of a web form for Step 1. It has a light green background. The form contains the following fields: "Email" (text input), "Parent's full name" (text input), "Book for" (dropdown menu showing "1" and "students"), and "Student's name" (text input with a red "X" icon to its right). A green "Go" button is centered below the fields.

4. Select class and choose the subject your child is in and then select the teacher:

**Step 2:** Choose teachers.

- Select a class from the first box, then select a teacher from the second box.
- More options (up to 8) will appear as you use existing ones.
- Press the green "Go" button to go on to the next page.

A screenshot of a web form for Step 2. It has a light green background. The form is titled "For Karly" and has two columns: "Class" and "Teacher". Each column has three dropdown menu options. A green "Go" button is centered below the dropdowns.

5. Select a time and date that works with your schedule:

**Step 3:** Choose the time(s) you want.

- Missing checkboxes mean that time has already been booked by someone else.
- Press the green "Go" button to confirm your bookings.

Interview times are limited to 8 minutes to allow teachers to meet with as many families as possible. Interviews will take place in the gym on October 29, 2018 and November 1, 2018 from 4:45-8pm. As this is a busy time of year for all families, we request families adhere to the scheduled meeting times. Should further discussion be required please contact the teacher directly to schedule a separate meeting or phone call. We look forward to seeing you!