

Parent-Teacher Interviews On-line Booking Instructions

Interviews held on:	November 7, 2018
Time:	5:00 PM – 8:00 PM
Location:	École Queen Elizabeth School – Teacher classrooms or as posted
Booking window:	October 29, 2018 – November 6, 2018 at 11:59 PM

1. Go to the website: <http://queeneschoolappointments.com>
2. Click on the "Register" menu tab and create an account
3. Login and add your child(ren) to the system. *Please note that all of last year's information is automatically deleted at the beginning of a new year*

After your child(ren) have been entered, you will be able to schedule an appointment immediately by:

1. Clicking the button beside each child's name
2. Selecting the teacher(s) that you would like to schedule an appointment with
3. Clicking "view calendars" beside each teacher's name
4. Selecting an available appointment time
5. Clicking "Book Appointments" to save your selections

Please note that sections of teacher's calendars which are coloured **black** are unavailable to be booked, and sections of calendars which are coloured **red** are time slots that you as a parent/guardian are already booked for other appointments.

You may view/print your appointments at any time during the booking window by:

1. Clicking the "profile" tab
2. Selecting "view appointments"

If you have any questions, please do not hesitate to contact the school at: 780.352.2281