

PARENT TEACHER INTERVIEWS – PARENT INSTRUCTIONS

1. Sign in to **PARENT CONNECT**
2. Select the Interview tab at the top of the screen
3. Select the child for whom you want to schedule appointments. If you have more than one child, use the drop down selection box to choose the appropriate child.
4. Select either a single teacher or choose “**Select ALL teachers for this student**”. This will display the available time slots for the selected teacher(s).
5. You may select “**Limit to Date**” and choose the “**Start**” and “**Stop**” times that you are available before selecting appointment times. If you select a specific teacher, or a specific date or time range, and the system does not display any time slots, this means there are no appointments available for that teacher during that date and time. In that case, you will need to select a different teacher, date or time range.
6. Select the time slot that you would like for each teacher. As you select each appointment, it will be displayed on the right hand side of your screen. **Be sure to allow at least one time slot between appointments.** To cancel an appointment after you select it, just click on the “**Cancel**” button.
7. If a teacher has zero time slots available, you may put yourself on a waitlist by choosing the “**Add Waitlist**” button on the top right side of the screen. Follow the instructions in the pop up window and then click the “**Refresh**” button beside the “**Add Waitlist**” button. If a slot opens up, we will attempt to schedule you an appointment with that teacher.
8. To print a hard copy of your schedule, click the “**Print**” button.
9. You **DO NOT** need to **SAVE** your appointment selections. Once they appear on the right hand side of your screen they are automatically saved.

IMPORTANT NOTES:

- You must leave **at least one time slot between interviews** to accommodate walking time between appointments.
- Parents can schedule times for all students in one family from the same screen.
- Parents are not able to book double slots for students who have the same teacher for more than one subject.
- Parents can only have **one Parent Connect browser open at a time**; if you try to log in on two different browsers at the same time, it will crash.