

Parent/Teacher Conversations Term 3

PARENT BOOKING GUIDE

Go to www.schoolinterviews.com.au and follow these simple instructions:

To make a booking, please enter the event code:

n a z e 8

On the Home Screen, click on **Make a booking**
On the next screen enter the code **naze8** (no spaces)
Select **GO**



Enter Your Details

- Email address,
- Parent/guardians name
- Phone number
- Preferred Meeting Type from the drop down menu and select either:

In-person - that you will come to school for a face-to-face meeting
or

Phone - if you would like the teacher to ring you. **Please be aware that a teacher may still be in an interview during your scheduled call, causing delays and may call a few minutes after. To organise a call-back, please contact Student Services**

- Enter number of students being booked for and their name(s) then press the green **GO** button

(You may be sent an email with a token code number to enter to verify your email address.

If so please check your email to collect this code. This email may be sent to your junk or clutter folder instead of your inbox depending on your internet/email providers settings).



Select the Subject / Teachers

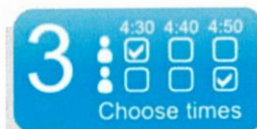
You can book up to **10** teachers per student.

- Click on the **down arrow** to select a teacher.
- Click **+ Add another Teacher** for a new line to appear.

If your child has a teacher for more than one subject, then you can choose just one of the subjects to book an appointment against, unless you or the teacher requires a longer timeslot.

Please note: the subjects are stored alphabetically as they appear on the students report, e.g. Science can be found under **S** but Modified Science is under **M**, Art is under **A** but Creative Art is under **C** etc.

All of the YES teachers are listed under YES instead of the subject or program names



Tick the available appointment times on the Monday that suit your family best

THEN PRESS THE GREEN GO



On the next screen it lists your appointment times and options to update or change the details.

When you click **Finished**, your interview timetable will be emailed to you automatically. If you do not receive your email immediately **Check your junk mail and clutter folder AND make sure you have spelled your email address correctly.**



Store the appointment times on your phone or print the timetable out and bring the print out with you to the interviews

You can return to www.schoolinterviews.com.au at any time, and change, cancel or add interviews - until the bookings close on **Monday 8th August at 12:30pm**

Please contact **PASS Student Services** for any enquiries

8647 3300 (option 2)