




SECOND SEMESTER PARENT TEACHER INTERVIEWS



Parent-teacher interviews have been scheduled for Wednesday, March 27th, from 3:30 to 5:30 and 6:30 to 8:30. Again, this semester, parents will book teacher appointments using the on-line booking system. Instructions for completing appointments are below. The website for booking appointments is www.hc.schoolappointments.com and from there, you simply need to follow the instructions to set up your interviews.

School Appointments - Parent Instructions

1. The appointment portal will be open from March 20, 2019 to March 27 (Noon).
2. Go to our school appointments web site: www.hc.schoolappointments.com
3. Register for an account by clicking the "**REGISTER**" menu tab and filling in the on-line form. Choose a user id and password for yourself and then click the "**Register Now**" button. If you created, an account in First Semester to schedule appointments that account will still be viable.
4. Add your children into the system by clicking the "**Add a Student**" button. Click "**Insert New**" button to add more children.
5. Click the "**date**" icon beside each child's name to schedule appointments. Select the staff you wish to book appointments with and the "**View Calendars**" button. Use the "**Ctrl**" or "**Command**" key to select multiple staff to view at the same time.   
6. Click on available time slots to book your appointments and then click the "**Book Appointments**" button to save your bookings.