

Parent Teacher Interviews

March 16th 4 – 7pm

Once again, **all appointments will be made online** using an integrated booking system. This will allow parents the freedom to book at their leisure and help build a schedule that works around their busy lives. Instructions for this process can be found below and should be extremely simple to navigate. We are happy that we can once again offer in person appointments, but you will still have the option of phone or virtual appointments if you prefer. ***Appointments will be open for booking starting on Tuesday, March 9th at 9:00am.***

If you are having difficulty in completing the online booking, you have the option to call our office and one of our amazing secretaries will guide you through the process. We hope this can streamline the booking process for everyone.

Parents of kindergarten students will also be able to book online.

Booking School Appointments - Parent Instructions

1. Go to our school appointments web site: <http://whtx.schoolappointments.com/>
2. Register for an account by clicking the "**REGISTER**" menu tab and fill in the on-line form. Choose a user id and password for yourself and then click the "**Register Now**" button. If you registered last time, you will not need to do this step again but skip to step 4.
3. Add your children into the system by clicking the "**Add a Student**" button. Click "**Insert New**" button to add more children.
4. 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.
5. Click on available time slots to book your appointments and then click the "**Book Appointments**" button to save your bookings.
6. You may choose a phone, virtual or in person appointments with the teachers.