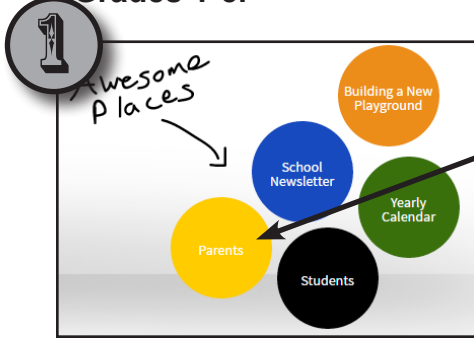
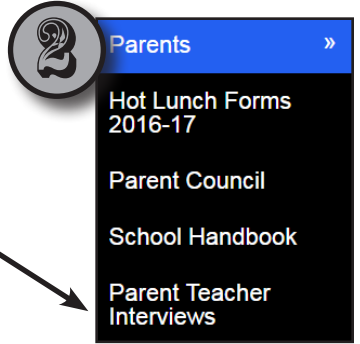


Booking Parent-Teacher Interviews - Park Meadows School

We will be using an ONLINE BOOKING SYSTEM through our school website to schedule Parent Teacher Interviews. Please use this guide to walk you through the process. If your child has more than one teacher, you can book multiple interviews, choosing each of the teachers you wish to see. You will be able to book interviews using this system starting **Friday, November 16**. Interviews will be held on **Wednesday, November 21** for Kindergarten, and **Thursday, November 22** for Grades 1-5.



1. Visit our homepage at pm.lethsd.ab.ca. Click on the **Parents** section of **Awesome Places**.



2. Select **Parent Teacher Interviews**.

Note: If using a smartphone, scroll down to the QUICKLINKS section to find this link.

A screenshot of the 'Sign In' form. It includes fields for 'Email' and 'Password', a 'SIGN IN' button, and a link to 'Register for an account' which is circled in red.

3. Click on **Register** for an account if this is your first time.

A screenshot of the 'Register' form. It includes fields for 'First name', 'Last name', 'E-mail', 'Password', and 'Confirm password'. A dropdown menu for 'Tell us who you are?' has 'Parent' selected and circled in red. A 'SIGN IN' button is at the bottom.

4. Fill in the form, choose a password, and make sure you select **Parent** from the drop down menu. Then click **Sign In**.

A screenshot of the 'Welcome to your' page. It shows the user is signed in as 'Parent' and lists links for 'My Account', 'Interviews', 'Preferences', and 'Sign out'. The 'Interviews' link is circled in red.

5. Click on **Schedule an appointment with a teacher**.

A screenshot of the appointment date selection screen. It lists dates and times: 'Nov 23 at 8:30AM' (Kindergarten only), 'Nov 24 at 8:30AM', 'Nov 24 at 12:30PM' (Grades K-5), and 'Nov 25 at 8:30AM' (Grades 1-5). The 'Nov 24 at 12:30PM' option is circled in red.

6. Click on your preferred date. Don't worry about the time, as you will select a time later.

A screenshot of the 'Interview on Nov 24 at 12:30PM' screen. It shows a dropdown menu with 'Arnold Entz' selected and a 'VIEW SCHEDULE' button circled in red.

7. Select a teacher from the drop down menu, then click on **View Schedule**.

A screenshot of the 'Interview on Nov 24 at 12:30PM' screen showing a list of available times: 12:30pm, 12:45pm, 1:00pm, 1:15pm, and 1:30pm. Each time has a 'Book' button. The 1:15pm slot is marked as 'Filled'.

8. Choose an available time, and click **Book**.

A screenshot of the 'Parent-Teacher Interviews - My Schedule' page. It shows a link to 'Book an appointment with a teacher' and a 'Cancel Appointment' link circled in red.

9. When you click on an appointment date (step 6), you can also click on a link called **View my parent-teacher interview schedule**. Please use this if you need to cancel an appointment.