



## Parent-Teacher Conferences Sign up



**Wednesday, November 27, 2:00 - 4:00pm**

**Thursday, November 28, 2:00 - 4:00pm & 6:00 - 8:00pm**

**Access to the booking system will open on Thursday, November 21st @ 4:00pm, and will close at noon on the day before each day's conferences begin so that teachers can prepare for the appointments.**

To sign up for Parent-Teacher Conference times:

1. Go to our <https://slss.schoolappointments.com>
2. Register for an account by clicking the "Click here to Register"
3. Complete the "Register for an Account" form and press "Register Now"
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.
6. Click on available time slots to book your appointments and then click "Book Appointments" button to save your bookings.
7. Appointment bookings are 15 minutes in length. Ten minutes of each of each appointment time will be for the conference. Five minutes will be allocated as time to transition to the next appointment.

