

Parent-Teacher Conference Information

Dear Parents and Guardians of Vineland Public School,

We will be holding Parent-Teacher Interviews at the school on November 23, 2011 from 4 - 9 pm. This term, you will be able to schedule your Parent-Teacher Interviews online. If you wish to schedule a meeting with any of your child's teachers, please follow the instructions printed further down the page.

Each teacher may have additional appointment times available between November 20 and November 30. Please check each teacher's schedule for these dates and times.

If you do not have access to the internet at home or in the workplace, please call parentInterview toll-free at 1-866-810-0076 and they will schedule your appointments with you.

Please be advised that you will only be allowed to schedule meetings starting November 10, 2011 at 9:00 am until November 19, 2011 at 11:30 pm.

Instructions:

1. Go to the parentInterview website printed immediately below these instructions
2. Enter your 12 digit code (printed below) and click "Login"
3. Fill in your contact information and click "Save Account"
For families with multiple children attending Vineland Public School, please type each child's name in the "Student's Name" box
4. Click on the name of the teacher with whom you wish to schedule an appointment
5. Click on "Available" for a time at which you wish to meet with that teacher
6. Repeat Steps 4 and 5 until you have scheduled all the teachers you wish to see
7. Click on "My Schedule" (top left of the page)
8. Print out (or copy down) your schedule and bring it with you

Please note that your Code is unique to you, please do not share your code with other parents.

<http://schools.parentinterview.com/vineland/>

Your Code Is

Do Not Lose This Code

You will be allowed to schedule appointments with up to 4 teachers. Should you wish to delete an appointment you have made, click on "Delete" beside the meeting you wish to have removed from your schedule. If you decide to delete an appointment, that time slot will become available for other parents. There are no guarantees that you will be able to reschedule that appointment.

If you misplace your schedule, you may use your code to retrieve your schedule from the website at any time.

If you experience any difficulty using the service, please email Support@parentinterview.com or call parentInterview toll-free at 1-866-810-0076 for assistance.

We look forward to seeing you on November 23, 2011,
The Teachers and Administration of Vineland Public School