

Parent/Teacher Interview Afternoon/Evening
Thursday, October 26th, 2017
2:00 – 4:00 pm & 6:00 – 8:00 pm

We would like to invite ALL parents/guardians to our Semester One Parent/Teacher Interview Afternoon/Evening. We feel that parent/teacher interviews play a vital role in establishing and maintaining effective communication between the Northview Heights staff and the parents/guardians of their students.

This school year parents/guardians will be able to book appointments with our teachers on-line **from Monday, October 16th at 9:00 a.m. until Wednesday, October 25th at 11:00 p.m.** The instructions are printed below. **You will need the student's number in order to log on.** You can find your child's student number on his/her timetable or on his/her photo id card. If you do not have access to the internet or having difficulty booking the appointments, please call the toll-free number at 1-866-810-0076 and someone will be happy to make your appointments with you.

We look forward to seeing you on October 26th, 2017.

On- Line Instructions

1. Prepare a list with the names of each teacher you would like to meet
2. Go to the Northview Heights-parent Interview scheduling website at <https://nhss.parentinterview.com>
3. Enter your child's 9-digit student number and click "Sign In"
4. Fill in your contact information and click "Continue to Make Appointments"
5. Click on the name of a teacher with whom you wish to schedule an appointment
6. Click on "Available" for a time at which you wish to meet with that teacher
7. Repeat Steps 5 and 6 until you have scheduled all the teachers you wish to see
8. Click on "My Schedule" (top left of the page)
9. Print out (or copy down) your schedule and bring it with you

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 child's student number to retrieve your schedule from the website at any time.

If you experience any difficulty using the service, please email support@parentinterview.com

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 someone will be happy to make your appointments with you.