

November 1, 2021

**RE: Parent-Teacher Conference Information**

Dear Parents and Guardians of Central Technical School,

We will be holding Parent-Teacher Interviews on Wednesday, November 3<sup>rd</sup> from 2:00 – 4:00 pm and 6:00 – 8:00 pm. This semester, 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.

You will be able to make appointments from November 1<sup>st</sup> at 8:00 am until November 3<sup>rd</sup> at 11:00 am.

**Instructions**

1. Prepare a list with the names of each teacher you would like to meet
2. Go to the Central Tech scheduling website at <https://centraltech.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, email or copy down your schedule

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 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](mailto:support@parentinterview.com)

We look forward to seeing you.

Sincerely,  
The Teachers and Administration of Central Technical School