

EARL HAIG SECONDARY SCHOOL

Parent Teacher Interviews

October 15th, 2023

Dear Parents/Guardians:

On Thursday, November 2nd, 2023, we will be hosting our first Parent Teacher Interview day for the 2023 - 2024 school year. There will be no classes on November 2nd as interviews will commence at 10:00 a.m. and conclude at 8:00 p.m. ***Interview times are available between 10:00 - 12:00 noon, 1:00 - 4:00 p.m. and 6:00 - 8:00 p.m. on November 2nd for your convenience.***

Booking of appointments to meet with your child's teacher(s) will be done online at <http://earlhaig.ca/interview/>. Online booking of appointment(s) for parent teacher interviews will be open on Earl Haig's website from Wednesday, October 25th, at 12:01 a.m. and will remain open until Monday, October 30th, at 11:59 p.m. Please follow the link on the website to book your appointment(s). To book an appointment to meet with your child's teacher(s) you are required to first create an account in order to login. **You must register each year as the system is reset in October for security reasons.** Please consult with your child on their schedule to determine the names of their teachers and courses.

We encourage you to book appointments with teachers for Parent Interview Night and to take this opportunity to check on your child's progress. You and your child are invited to meet with the teachers in 10 minute private interviews during the morning, afternoon or evening time blocks. Please allow time in between appointments for moving from one interview to another. Please stick to the time format in order to allow all parents to meet with teachers as per schedule.

Outlined below are detailed instructions for booking of appointments online. This same file is available on Earl Haig's website. Please follow the online booking process outlined.

Parent Teacher Interviews November 2nd, 2023.

Parent Teacher Interview Schedule:

10:00 - 12:00	Session 1
1:00 - 4.00	Session 2
6:00 - 8:00	Session 3

Parents will be seen from **10 -12 noon, 1- 4pm and then again from 6pm to 8:00 p.m.** on November 2nd. Appointments will be 10 minutes each.

All appointments will be made online through our website.

Look for the link on the main page of www.earlhaig.ca

The process of booking appointments is as follows:

- A. Click on the link to the parent/teacher interview from Earlhaig.ca main webpage or type in the following address in your internet browser – <http://earlhaig.ca/interview/>
- B. Click on Register Now to create an account in order to login. YOU MUST REGISTER EACH YEAR AS THE SYSTEM IS RESET TO MAINTAIN SYSTEM SECURITY.

PARENT /TEACHER INTERVIEW SYSTEM

Note: The ability to book/modify interviews will be disabled on See website for date and time

Interview Night takes place on
From See website for date and times

Interview booking starts

Login:	
Email Address:	<input type="text"/>
Password:	<input type="password"/>
<input type="button" value="Login"/>	

Information about Parents' Night and Instructions to register and book appointments. Please [click here](#). [?](#)

Don't have an account? [Register now](#).

For a list of teacher locations. Please [click here](#).

To insure system security you must re-register each year.

Registrations re-set

Didn't receive the confirmation email? Please click [here](#).

- C. Fill in all fields (please provide a valid email address) and click the **Register** button. **Please do not click the Add button unless you have another child to add.** If you accidentally click the Add button you must click the reset button and re-enter your child's name. You can also add another child after registering (see M below). A confirmation email will be sent to the email account you provided.

PARENT /TEACHER INTERVIEW SYSTEM

Register

Please complete all fields:

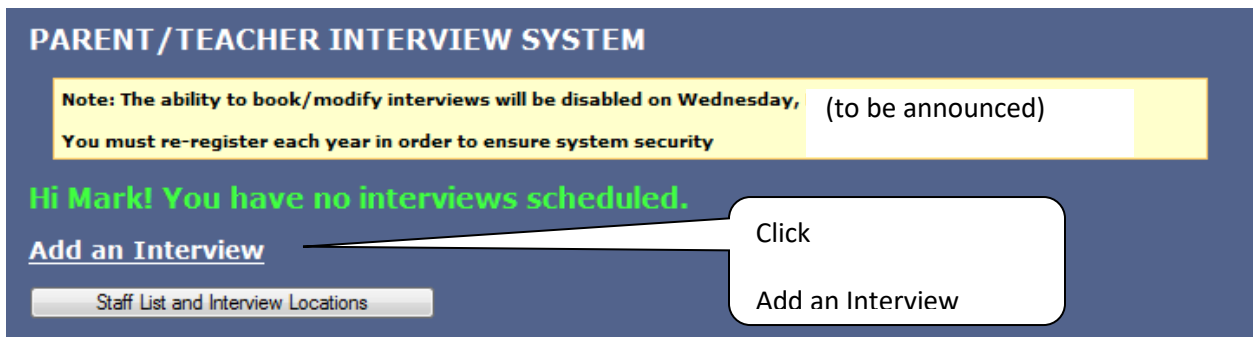
Email Address:	<input type="text"/>
Password:	<input type="password"/>
Re-enter Password:	<input type="password"/>
Parent's Name (Yours):	<input type="text"/>
Phone Number:	<input type="text"/>

Children:

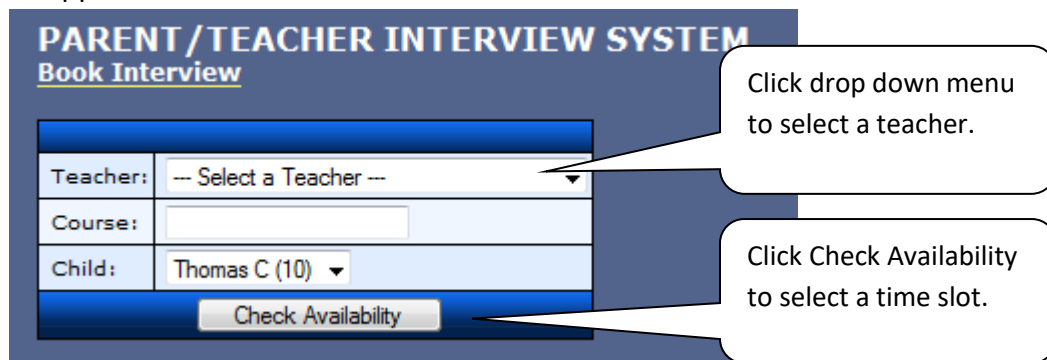
Full Name and Grade:	<input type="text"/>	-- ▾	<input type="button" value="Add Another Child"/>
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- D. Go to your email account and follow the confirmation email link to confirm your account.

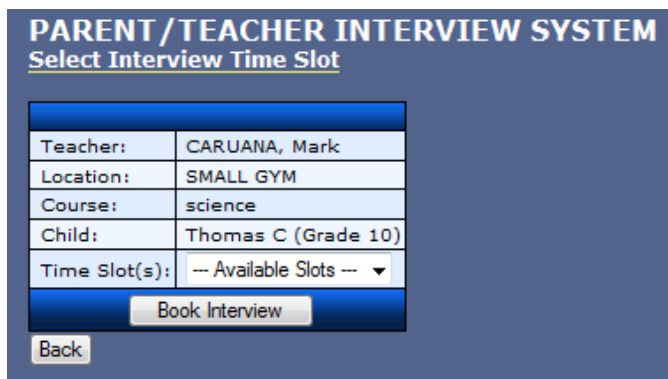
- E. Click on **login** to go to the login page.
- F. Use your account information (email address and password) to login to the parent /teacher interview page.
- G. Click on **Add an Interview** to go to the teacher selection page.



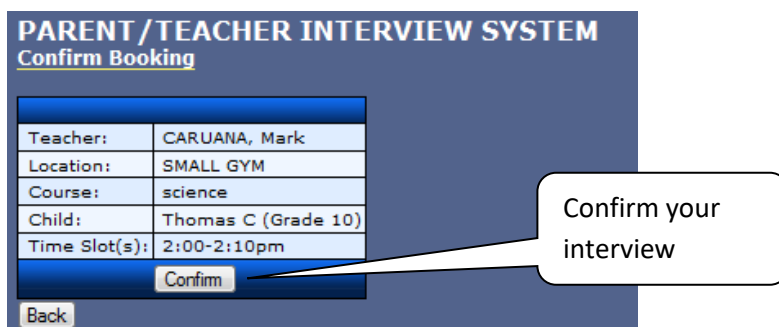
- H. Select the teacher from the drop down menu and enter the subject to book an appointment.



- I. Select a time slot using the drop down menu "Available Slots".



- J. Click the **confirm** button to confirm your interview time with the teacher.



The following confirmation will then be shown.

PARENT /TEACHER INTERVIEW SYSTEM

Confirm Booking

Success!

You have successfully booked an interview slot with **CARUANA, Mark** at 2:00-2:10pm for **Thomas C (Grade 10)**.

[Book Another](#) | [Return to Bookings Summary](#)

- K. Click **Book Another** and repeat steps H, I and J to book additional interview(s) with other teachers
- L. Clicking on the **Return to Booking Summary** button will display a page showing your interview(s) schedule. You may edit your interviews here. If you need to remove one of the appointments you made then click the “delete” button on the row for that appointment (see the diagram below) and then click “Submit Changes”. This will just delete the one appointment and the rest will still be there.

PARENT /TEACHER INTERVIEW SYSTEM

Note: The ability to book/modify interviews will be disabled on Wednesday, 1 (to be announced)
You must re-register each year in order to ensure system security

Hi Mark! You have 1 interview(s) scheduled:

Teacher	Course	Time	Location	Child	Edit	Cancel (Email/Phone Me)	Delete (Delete Appointment)
CARUANA, Mark	science	2:00-2:10pm	SMALL GYM	Thomas C (10)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Notes:

- **Cancel** is if you cannot make it to the appointment, but would wish to be contacted by phone/email.
- **Delete** is if you do not wish to be contacted

- M. If you select edit account on the left menu, you can change your password, contact info or add another child. You may also PRINT your appointments using the menu on the left.

Parent/Teacher Interview System

- Main
- Book Interview**
- Edit Account**
- Print
- Logout
- EHSS Main

PARENT /TEACHER INTERVIEW SYSTEM

Edit Account Details

Personal Details:	
Parent's Name (Yours):	Mark
Phone Number:	416 444-5555
Children:	
Name and Grade:	Thomas C (10)
Name and Grade:	<input type="text"/> -- <input type="button" value="Add Another Child"/>
Change Password (optional):	
Old Password:	<input type="text"/>
New Password:	<input type="text"/>
Re-enter New Password:	<input type="text"/>