

Abraham Erb Public School
710 Laurelwood Drive
Waterloo, ON N2V 2V3
519-747-7694

Scheduling Parent-Teacher Interviews Online with School-Day!

PARENTS: Please follow the instructions below to book an interview with your child's teacher(s).

A School-Day account is required. To register, visit <u>abe.wrdsb.ca</u> and look for the School-Day window. Your child's Ontario Education Number (OEN), found on any report card, or a Secure-Match Code, sent home by letter to many families, is needed to register. Contact the school office for registration help.

The booking system <u>OPENS</u> on THU. OCT. 30th at 9:00 AM (no online bookings <u>before</u> this time), and <u>CLOSES</u> on WED. NOV. 5th at 9:00 AM (no online bookings <u>after</u> this time).

You may book an interview for: Thu. Nov. 6th (afternoon/evening) -OR- Fri. Nov. 7th (morning).



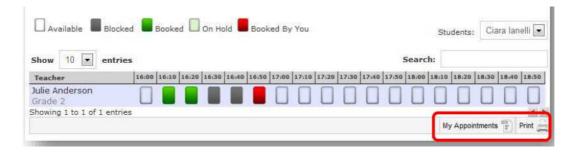
IMPORTANT! If you cannot schedule an interview online for November 6th or 7th, please contact the teacher directly to arrange an alternate time to discuss your child's progress.

Booking Your Appointments

- -Log in to School-Day (www.school-day.com) with your user name and password.
- -Select the Parent-Teacher Interviews link from the left side of your Parent Dashboard.
- -Use the drop-down menu to select our school, and on the following screen select the schedule:

Thursday November 6th (PM) -OR- Friday November 7th (AM)

-If you have more than one student, select their name from the **Students** drop-down menu to view the booking options for each student.



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-To book an appointment, **click on the time slot** you would like. The spot will be held for 30 seconds. If you don't confirm within 30 seconds, the appointment may be booked by another user.



- -Once you click **Book Now** the appointment time is confirmed. To **cancel an appointment**, click the booked appointment space again.
- -You will not be able to book an appointment in spots that are blocked or that have already been booked by other users.
- -Selecting **My Appointments** will show you your complete interview schedule, and you can use the icons at the bottom of the schedule to save or print.
- ** PLEASE NOTE YOUR APPOINTMENT DATE(S) AND TIME(S). No further confirmation of appointments booked online will follow from the teacher or school office. **

PLEASE REMEMBER! The schedule <u>OPENS</u> for bookings on **THU. OCT. 30**th at **9:00 AM**. If you try to book an appointment before then, you will see a message that says the date has not been activated. Please try again after the schedule opens.

Thank you for using School-Day!