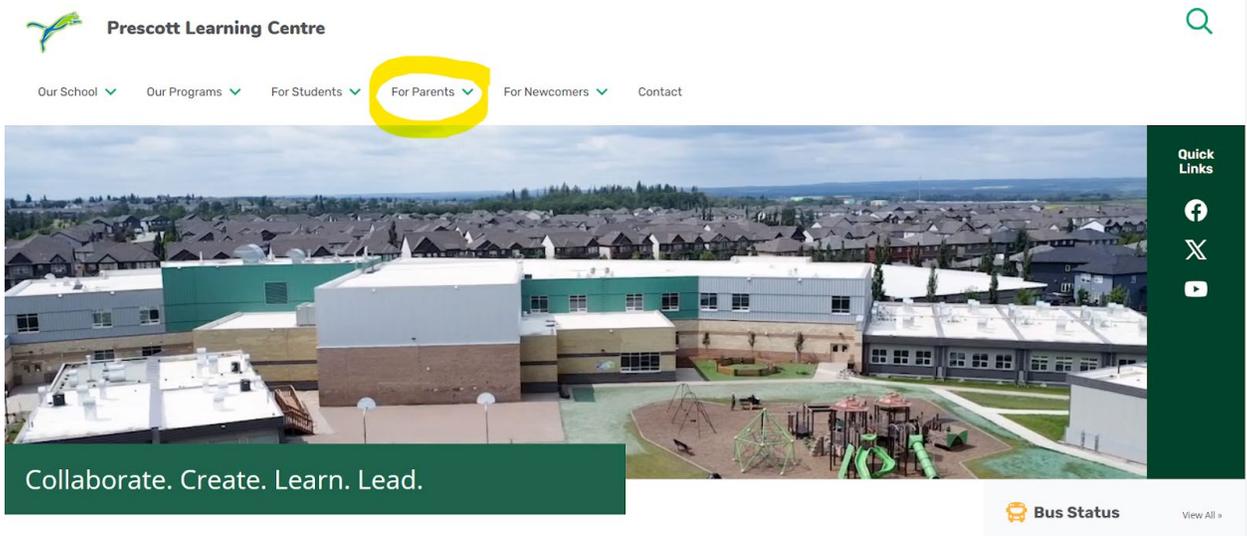
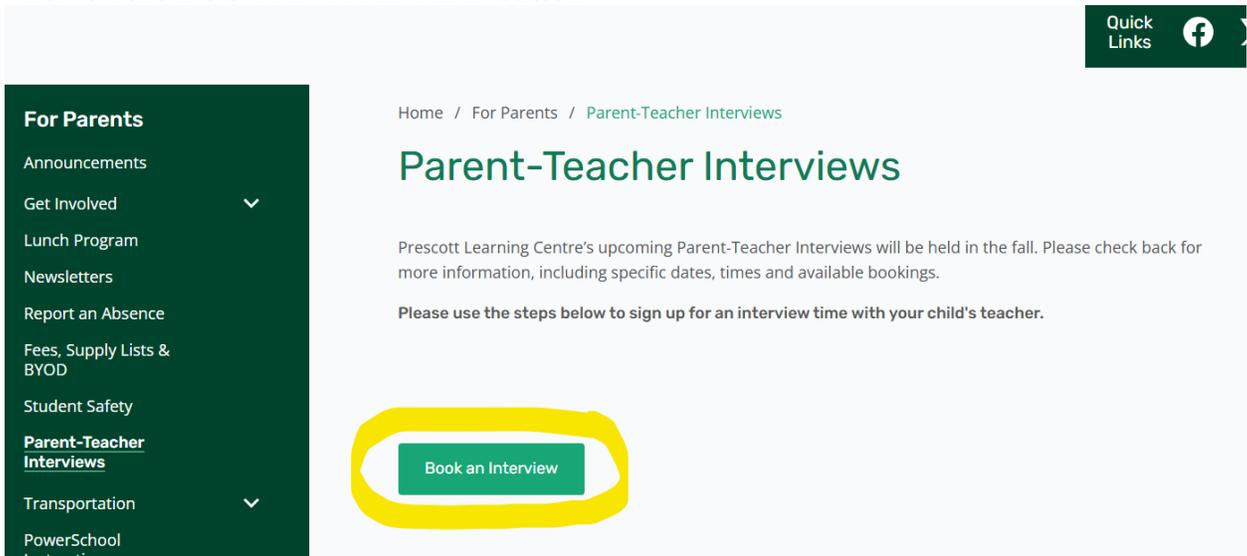


## PLC - HOW TO BOOK YOUR PARENT TEACHER INTERVIEWS (Nov. 24)

1. Go to the Prescott website <https://prescott.psd.ca/>
2. Click on the FOR PARENTS tab



3. Click the link for PARENT TEACHER INTERVIEWS
4. Click on the BOOK AN INTERVIEW button



5. Once on the booking page, click on the REGISTER NOW link on the right-hand side beside the date you are hoping to book.
6. Fill in the details on the Bookings page and click on NEXT

**Bookings**

**Parent Teacher Interviews -IN PERSON**

**Step One:** Enter your details.

Parent Name

Parent Phone

Parent Email

Student #1 Name

[Add Another Student +](#)  
[X Remove Last Added Student](#)

7. **Select your students' class and teacher from the drop downs and if you need more than one teacher, click the ADD TEACHER link. Click NEXT**

**Bookings**

**Parent Teacher Interviews -IN PERSON**

**Step Two:** Select Teachers

Harley  
Select Class

Select Teacher

[Add Another Teacher +](#)  
[X Remove Last Added Teacher](#)

8. **Choose an available booking time and click SUBMIT in the bottom right-hand corner. You will receive a confirmation of your booking and can now close the webpage.**
9. **If you need to change the booking, you can delete the booking and start over.**
10. **For any questions or issues with the booking system please contact the school office at 780-571-8079 or email us at [prescott@psd.ca](mailto:prescott@psd.ca)**