

## Parent-Teacher Interviews – Booking Information

Parent-Teacher Interviews (Learning Conferences) are coming up on **Wednesday, April 16th**. Sessions will be held from **2:00–4:00 PM** and **6:00–8:00 PM** in teacher classrooms or the gym. Each interview will last **8 minutes**.

This year, Carson Graham will be using an **online appointment booking system** to schedule interviews. This system provides parents with flexibility in selecting their own interview times. Please note that bookings are on a **first-come, first-served** basis, and spots will fill up quickly. If you wish to book an interview, be sure to check the **booking opening times** and act fast!

## Counsellor Appointments

Counsellors will also be available for appointments. To book a time, please email your child's grade counsellor directly. Limited drop-in spots may also be available throughout the day. Check with the counselling suite for availability. Contact details for counsellors can be found on the **school website**.

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## Booking Process

To secure appointments for your child, follow the steps below. We recommend completing **Steps 1-5** in advance so that you're ready to book as soon as the system opens.

1. **Visit the appointment booking website:**  
<http://cgs.schoolappointments.com>
2. **Create an account:**
  - You can also access the system through the Carson Graham website.
  - Click "**Click Here to Register**" at the bottom of the login box.
  - Enter the **school access code: "cgs"** (case-sensitive).
  - Fill in your details and choose a User ID and Password.
  - Use "**cgs**" as the login code.
3. **Add your child(ren) to your account:**
  - Click "**Manage Students**" to register your child.
  - If you have more than one child at Carson, select "**Insert New**" to add them.
4. **Log in anytime using your User ID and Password.**
5. **Prepare for booking:**
  - Make a list of the teachers you'd like to meet.
  - Know the subjects they teach your child.
  - Prioritize which teachers you'd like to see most.

 **Steps 1-5 can be done in advance.**

## Booking Windows

- **First Booking Window**



Opens: **Wednesday, April 2nd at 8:00 AM**



Closes: **Tuesday, April 8th at 11:59 PM**

- Parents can book **up to 3 interviews per child** to ensure fair access for all families.

- **Second Booking Window**



Opens: **Wednesday, April 9th at 8:00 AM**



Closes: **Tuesday, April 15th at 8:00 AM**

- Parents can **add up to 7 more interviews per child**, subject to availability.



**No bookings will be accepted after April 15th.**



Parents will receive an email reminder before interview day.

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## How to Book Appointments

6. **Once a booking window opens, log in and click "Manage Students."**

- Select the **Parent-Teacher Interview** button next to your child's name.

7. **Choose teachers and time slots:**

- Scroll through the staff list and select individual teachers or multiple teachers using the **Ctrl** key.
- Available time slots will appear—select your preferred time.
- Repeat this process if booking for multiple children.

8. **If you cannot book a teacher or attend in person, request a "Call Back."**

- Click the **"Call Back"** button at the top of the teacher's schedule.
- A teacher will follow up via email or another communication method.
- Note: Academic teachers receive a high volume of requests—please be patient.

9. **After booking, review and save your appointments.**

- A confirmation screen will display your child's interview schedule.
- Note the times and teacher locations.

10. **Log out to save your appointments.**

- An email reminder will be sent one day before the interviews.

11. **Need help?**

- Click the **"Help"** button in the booking system.
  - Refer to the **Parent Instruction Guide** or contact the **main office** for assistance.
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If you have any questions, please reach out to the school office. We look forward to seeing you at the Parent-Teacher Interviews!