



Parents' Night at SATEC/WA PORTER CI – October 18, 2012

Dear Parents and Guardians of SATEC at W.A. Porter Collegiate Institute,

We will be holding Parent-Teacher Interviews on **October 18, 2012 from 1:30PM - 3:30PM and 5:00PM - 7:00PM**. This semester, you will be able to schedule your parent-teacher interviews online. If you wish to schedule an appointment with any of your child's teachers, please follow the instructions printed further down the page.

Please be advised that you will only be allowed to schedule appointments from October 10, 2012 at 9:00 AM until October 17, 2012 at 1:00 PM.

Instructions:

1. Go to the following website <https://satec.parentinterview.com>
2. Enter your child's 9-digit O.E.N. number and click "Login" (you can find your child's O.E.N. number on their current timetable or most recent report card; please note this is not the student number)
3. Fill in your contact information and click "Save Account"
4. Click on the name of a teacher with whom you wish to schedule an appointment
- 5A. Click on "Available" for a time at which you wish to meet with that teacher
- 5B. If there are no available times that you can attend, you may click the "Add to Overflow" button at the bottom of that teacher's schedule and a request for communication will be sent to them
6. Repeat Steps 4 and 5 until you have scheduled all the teachers you wish to see
7. Click on "My Schedule" (top left of the page)
8. Print out (or copy down) your schedule to bring with you

You will be allowed to schedule appointments with up to 5 teachers. Should you wish to delete an appointment, click on "Delete" beside the meeting you wish to have removed from your schedule. If you decide to delete an appointment, that time slot will become available for other parents. There are no guarantees that you will be able to reschedule that appointment.

If you misplace your schedule, you may use your child's O.E.N. number to retrieve your schedule from the website at any time.

If you experience any difficulty using the service, please email support@parentinterview.com or call parentinterview toll-free at 1-866-810-0076.

We look forward to seeing you on October 18.

Sincerely,

The Teachers and Administration of SATEC @ W.A. Porter Collegiate Institute