

Good Afternoon,

Parent Teacher Interviews have been scheduled for the week of March 11 – 15, 2024.

*There will be early dismissal at 2pm on March 12 and March 14 to accommodate the meetings.*

Please follow the instructions below to set up your appointment:

1. Visit our school appointments website [laron.schoolappointments.com](http://laron.schoolappointments.com).
2. Register for an account by clicking the **"REGISTER"** menu tab and filling in the online form. Choose a user id and password for yourself and then click the **"Register Now"** button.
3. Add your child(ren) into the system by clicking the **"Add a Student"** button. Click the **"Insert New"** button to add more children.
4. Click the "date" icon beside each child's name to schedule appointments.
5. Select the staff you wish to book appointments with.
6. Select View All. Click on View Calendars. Scroll through the calendars to find available time slots. Open slots are indicated in white.
7. Some teachers are offering an Open House where appointments are not necessary. Please feel free to drop by during this time. Open Houses are indicated in red.
8. Click on available time slots to book your appointment.

The booking system is now open and will close at midnight on March 10.

Please note: If your student is in Teacher Bailey's class, Division E02, you will receive a separate invitation to Parent Teacher Interviews.

Kind regards,

Inge Luers Knowles  
Administrative Assistant