

## A Parent's Guide for booking Student Led Conferences using the SD42 Parent Portal

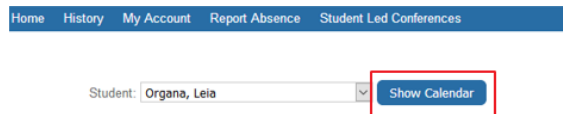
1. Login in to your SD42 Parent Portal Account
2. Click on Student Led Conferences



Current email subscription status for Parent Portal notifications: **Subscribed**

Announcements and Events

3. Using the drop down box provided, select your student and then click "Show Calendar".



4. Use the calendar located on the left to select date your school has communicated they will be holding their conferences.



- You will see all of your student's teacher's available appointments for the selected date. Click on an available ( green ) appointment box of your choice. This will open a pop up window.



SD42 PARENT PORTAL  
Learning Today, Leading Tomorrow

Home History My Account Report Absence Student Led Conferences Welcome Keith Sign out

Student: Organa, Leia Show Calendar

\* Please note you may need to scroll the calendar sideways to see all available appointments

Month	Garant, Leiane	Halfnights, Steve	Hindson, Tanya	Ludwig, Allard
March 2018	Mon Mar 12	Mon Mar 12	Mon Mar 12	Mon Mar 12
11 AM				
12 PM	(12:00 PM - 12:05 PM) (12:05 PM - 12:10 PM)	(12:00 PM - 12:05 PM) (12:05 PM - 12:10 PM)		(12:00 PM - 12:05 PM) (12:05 PM - 12:10 PM)

*\*Please note: You will need to select an appointment time for each of the teachers you wish to meet with.*

- Confirm the booking of the chosen time slot by clicking "Yes" or "No" select a different time.

**Request an Appointment**

You have selected **March 12, 2018** from **12:00 PM to 12:05 PM** to meet with **Garant Leiane**.

Each student can have only one scheduled booking with each teacher.  
This booking will replace any appointment you may have previously scheduled for your child with this teacher during this reporting period.

**Would you like to book this timeslot?**

- Your booked appointment is now red and displays your student's name .



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- You will receive a confirmation email once you have completed booking an appointment.
- Parents are able to make changes to a booked appointment up to 24 hours in advance, after which you will need to contact the teacher directly.