Parent Teacher Interview Online Booking Process - Year 7, 9, 11 Interview - July 30th, 2013.

The site www.parent-interviews.com has information on how the EdvalPTN system works, with parent tips, and comparisons of all other methods of scheduling parent teacher interviews. Training videos are also available on the site if desired, but it is very simple to use.

The process is very simple and is as follows:

**STEP ONE:** Visit www.edval.com.au/book and enter your child’s individual webcode (see above). Check that all of your children are listed. If not all your children appear above, add missing students with their own booking codes, or click ‘remove’ if you want to book interviews separately for some children on this group booking, using their codes above.

**STEP TWO:** Confirm you can attend the event. Your specific time restrictions and time preference may be entered in the My Details tab if needed. Open time availability generally gives you more compact schedules however.

**STEP THREE:** Click Request Interviews tab, and drag any teacher you want to see across to the Teachers I want to see side of the table. This list is prioritised in the order of importance to you, with most important at the top. Higher priority interviews may be allocated over others if there is high demand for some busy teachers. You do not need to select all teachers unless you want to see them all.

These bookings must be entered by 6pm Sunday, June 28th. No bookings will be allowed after this time.
Step Four: From 2pm Monday, June 29th, parents and caregivers can log back on to edval.com.au/book, again using individual webcodes, to check their schedule for interviews. Parents should print these schedules out and bring them on Tuesday to the interviews. Teachers will also have these schedules printed. If parents forget their schedule, a number of laptops will be available on the night for parents to check their schedule.

Considering that this is the first time the school will use this system, we understand that there may be concerns over how the system works. On Thursday 25th July from 2:30pm until 5:00pm, Mrs Allen, Mr Meagher and others teachers will be available in the school library to help parents with booking and any questions they may have. Parents can also contact the front office to submit their preferences if they do not have access to the internet and their schedules can be sent to them.

Kind Regards,

Mr. L Meagher
Head Teacher Administration

Mrs R Allen
Deputy Principal- Curriculum

Mrs E McNally
Principal