“Parent On-line Booking”
For Parent Teacher Interviews
www.schoolinterviews.com.au

For each event the school will provide you with a Parent Event Code.

Event Code is KFL2G

Enter the code and press the ‘Go’ Button.
Step 1 – Enter your details

Type your name, email address and your child’s name.

If you have more than one child at the school, select the drop down box and fill in the number of children you have. Then type in each Student’s name.
Step 2 – Select the teacher

Use the drop down box to select your child’s teacher(s). Then press the ‘Go’ Button.

Step 3 – Choose a Time

Select a time in the checkbox. Missing checkboxes mean that time has already been taken by another parent.

Press the ‘Go’ button.

The process is now complete. You will get confirmation of your booking time(s) sent to your e-mail address.
If you can’t attend your Parent/Teacher/Student Conference at the time you booked for, see and follow the process below to cancel your booking.

Select the ‘Cancel’ tab next to your child’s name – see below.

Confirmation that your booking has been cancelled.