Hello EHS Parents: Please follow the directions below to schedule an appointment with your child's teachers. Parent conferences will be held on two nights this year: Wednesday, November 10th, and Thursday, November 18th from 6:00 p.m. to 8:30 p.m. Each conference will be 10 minutes long, and, in order to make sure parents have sufficient time to travel to their next appointment, the system will not allow you to book appointments "back-to-back". If you do not get a scheduled appointment, please email that teacher directly to schedule a phone conference. The sooner you register, the better chance you have of securing a conference time. Because there are now two nights offered, please be sure not to book the same teacher for more than one conference. **All conferences must be set up prior to the deadline at 12pm on November 9th. All parents requesting a virtual conference will receive an invite from Microsoft Teams no later than 3 p.m. on November 10th. If you do not receive an invite, please email the teacher directly.**

Please email Mary Beth Lamagna at mlamagna@enfieldschools.org if you have any questions.

Parent/Teacher Conference Scheduling

http://enfieldhigh.schoolappointments.com

School Appointments - Parent Instructions

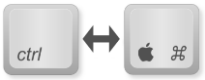
1. Go to our school appointments web site for your school.

2. Register for an account by clicking the "**REGISTER**" menu tab and filling in the on-line form. Choose a user id and password for yourself and then click the "**Register Now**" button.

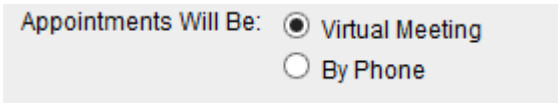
3. Add your children into the system by clicking the "**Add a Student**" button. Click "**Insert New**" button to add more children.

4. Click the "**date**" icon beside each child's name to schedule appointments.

5. Select the staff you wish to book appointments with. Use the "**Ctrl**" or "**Command**" key to select multiple staff to view at the same time.



6. Select how your meetings will be held.



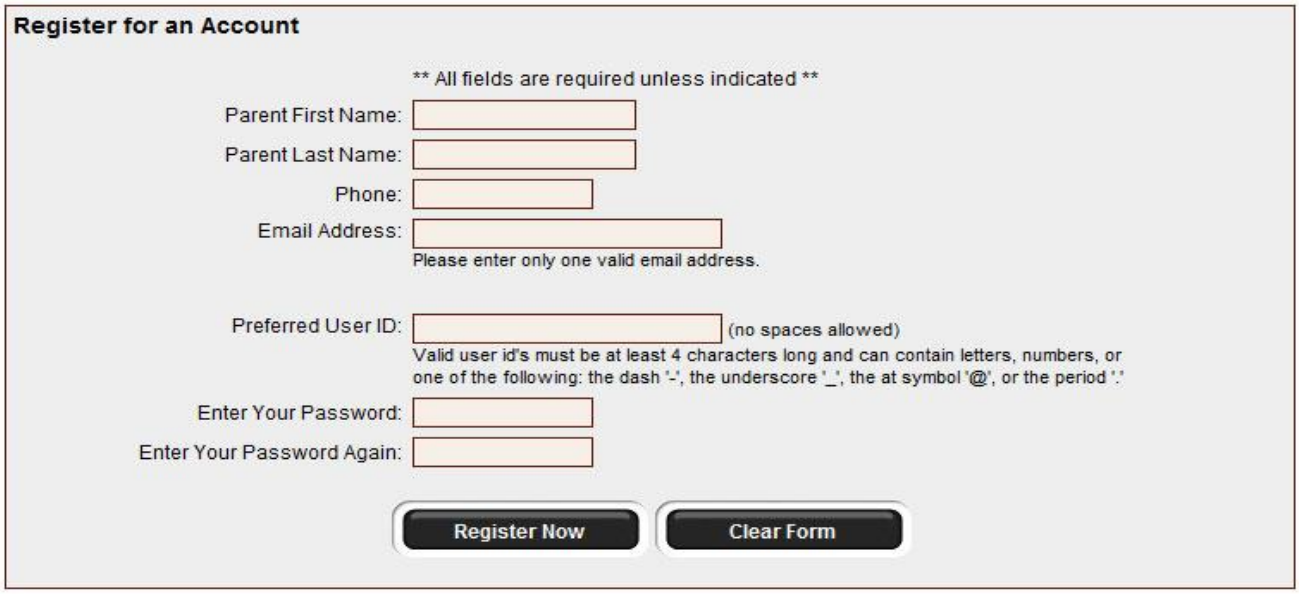
7. Then click the "**View Calendars**" button.

8. Click on available time slots to book your appointments to make your bookings.

Parent Registration

Go to http://enfieldhigh.schoolappointments.com Parents click on the "Register" tab and fill in the registration form to create an account. Once parents have successfully registered, they can login to the system and then must register their students by name. **NOTE: You will have to register again even if you have registered for conferences in the past.**

Parents click on the "Register" tab and fill in the registration form to create an account.



Parent Login

After logging into the system parents will be required to add the students to the system prior to scheduling appointments.

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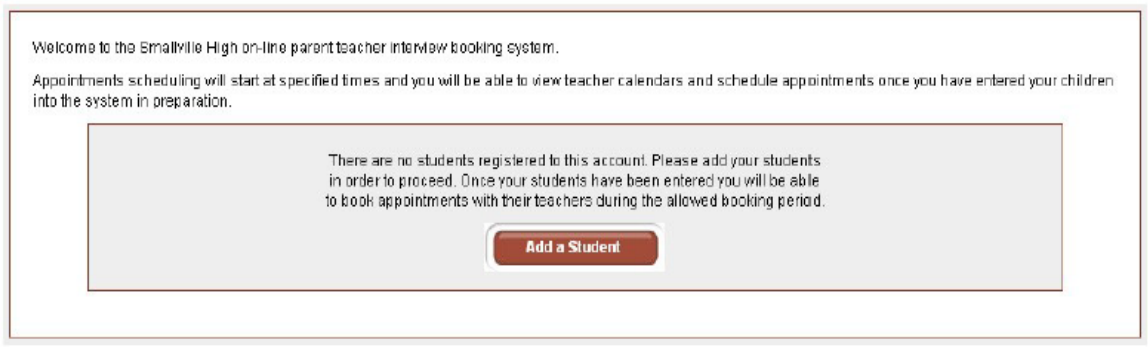
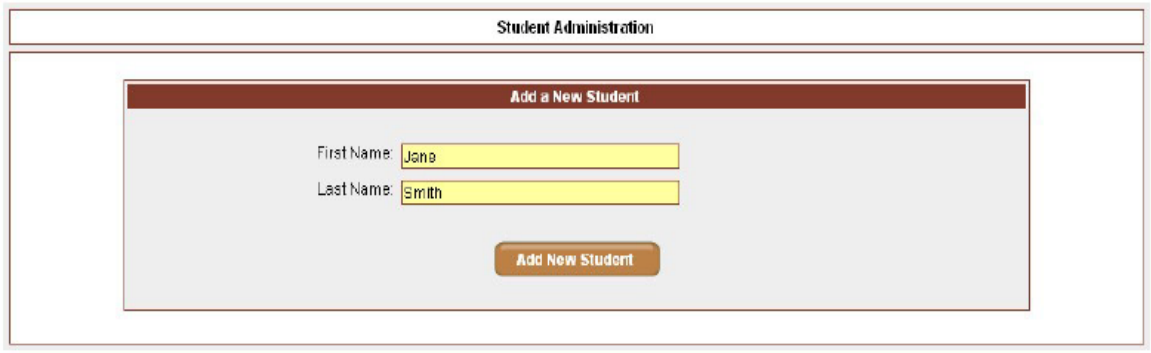


By clicking on the "Add a Student" button parents will be able to add all their students.

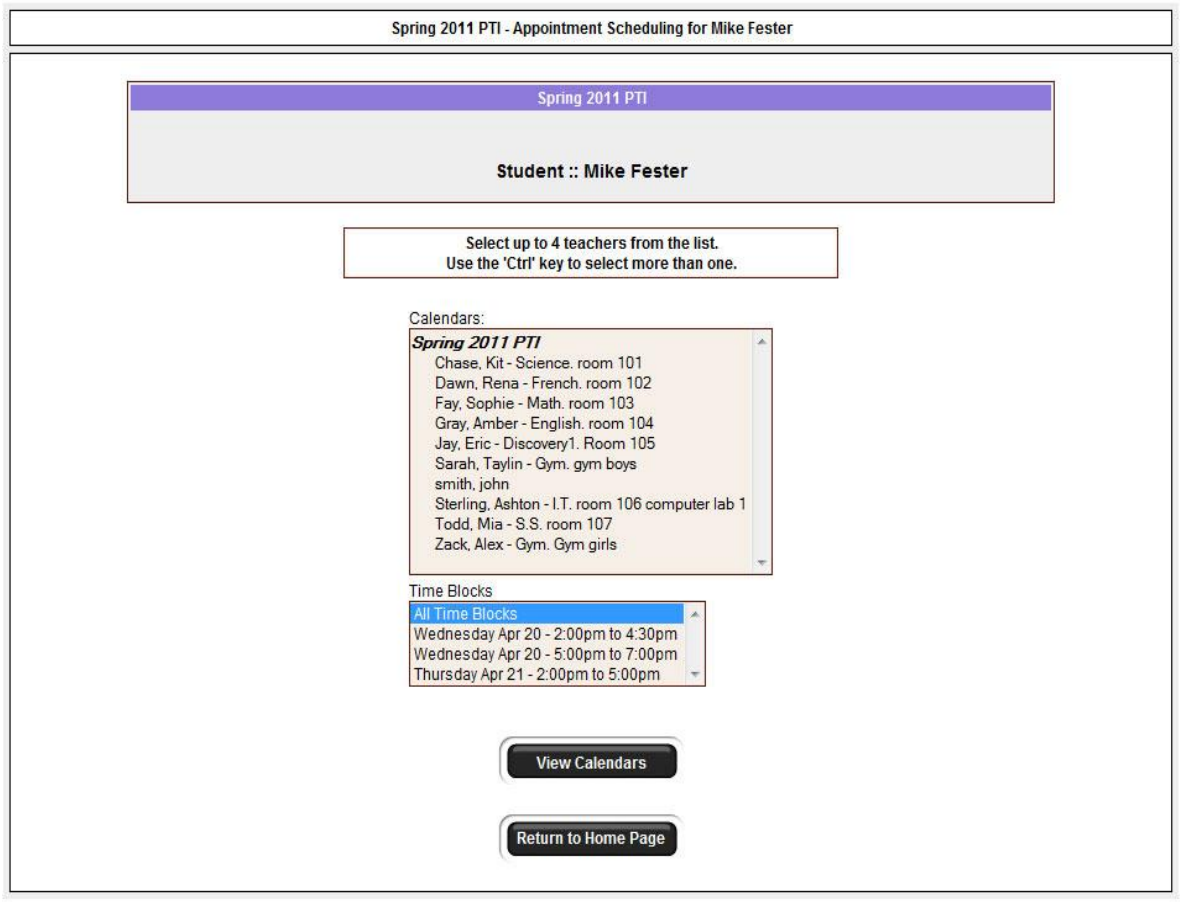


As each student is added to the system, the students are listed for parents to edit or delete them, or to schedule appointments. Note the schedule "Short Title" on the button.

To Book Appointments

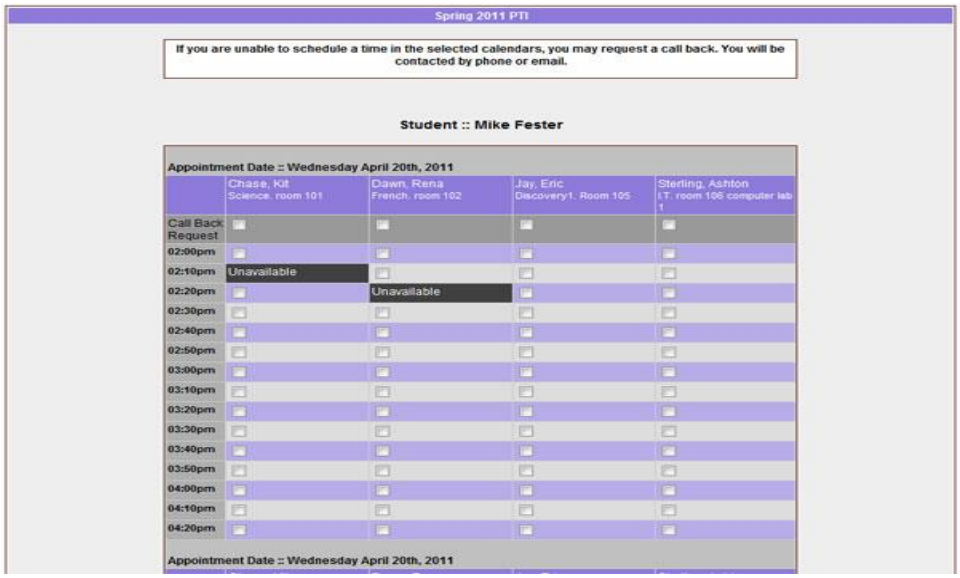
Select Teachers

Parents can schedule appointments for any student that they have added to the system by clicking on the "Appointments" button beside the student's name. The parent is then taken to a page where they can select the teachers with whom they wish to meet. **Multiple teachers can be selected by using the "Ctrl" key on a PC keyboard or the "Command" key on a Macintosh keyboard.**



Teacher Appointment Calendars

Next, parents are shown the calendars of the selected teachers. **NOTE: Since there are 2 days of conferences, you can choose between November 1st and November 29th. Scroll down to view the November 29th times. Please note that you may not book "back-to-back" appointments and you many not book the same teacher more than once.**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If you are unable to schedule a time in the selected calendars, you may request a call back. You will be contacted by phone or email.

Student :: Mike Fester

Appointment Date :: Wednesday April 20th, 2011

	Chase, Kit Science, room 101	Dawn, Rena French, room 102	Jay, Eric Discovery1, Room 105	Sterling, Ashton I.T. room 106 computer lab 1
Call Back Request				
02:00pm				
02:10pm	Unavailable			
02:20pm		Unavailable		
02:30pm				
02:40pm				
02:50pm				
03:00pm				
03:10pm				
03:20pm				
03:30pm				
03:40pm				
03:50pm				
04:00pm				
04:10pm				
04:20pm				

Appointment Date :: Wednesday April 20th, 2011

The calendar above displays the appointment calendar for four teachers, and shows various appointment times that are unavailable for booking. Parents can select appointment times by simply clicking the check boxes or by clicking in the time block beside the check box.

Appointments Booked Successfully

Once the appointments are booked the screen will display the list of appointments for the student. When the parent clicks on the "Return to Home Page" button, they will return to the home page with their students and their appointments listed. They can book additional appointments, or they can book appointments for another student.

Parents with More Than One Student

If a parent has more than one student at the school, the teacher appointment calendars will have an additional feature displayed when the second (or third, etc.) student bookings are made. If a sibling has an appointment booked, the student's name will be displayed for a parent, thus making it easier to book adjacent appointments.

Printing Parent Appointment Schedule

Form the home page it is possible for you to generate a PDF document with the list of your appointments. By clicking on the "Print Appointments" button a window will pop-up asking the parent what they wish to do with the document. In Internet Explorer, it is recommended that people click the "Save" button, save the file and then click "Open" to view the file. IE sometimes has a problem downloading and opening PDF documents that are generated from web sites.