

STUDENT-LED CONFERENCES 2022/2023

Johnston Heights is offering online booking for In-person Student-led Conferences. This system allows you to select appointments to suit your schedule. It will also allow you to coordinate meeting times if you have more than one child. This program is simple and easy to use.

You will be able to register your student(s) and book your interviews online starting at 4:00pm on Friday, October 7th until Wednesday, October 19 at 11pm for in-person **Student-led Conferences on Thursday, October 20, 2022**. Conference times are from 2:30 to 4:15pm and from 5:00 to 6:30pm.

Parent Registration

Please go to <https://jh.schoolappointments.com/> click on the "Register" tab and fill in the registration form to create an account. Once you have successfully registered, you can login to the system using your new user ID and password. You must register each of your children with the "add a student" button. **Please note that even if you registered for appointments in previous sessions, you must re-register for the October 2022 session.**

To Book Appointments

Select Teachers

You can schedule appointments for any student you have added to the system by clicking the "Book Appointments" icon to the right of the student's name. You are then taken to a page where you can select the teachers with whom you wish to meet. Multiple teachers can be selected by using the "Ctrl" key on a pc keyboard or the "Command" key on a Mac keyboard.

Teacher Appointment Calendars

You will be shown the calendars of the selected teachers. It shows appointment times that are available for booking. You may select appointment times by simply clicking the check boxes or by clicking in the time block beside the check box. Once an appointment time has been selected it will change to green.

It is not possible for you to select more than one appointment at the same time or to select more than one appointment with the same teacher.

Parents with more than one student

If you have 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 you, thus making it easier to book adjacent appointments.

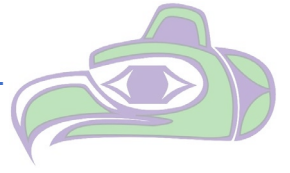
Appointments Booked Successfully

Once the appointments are booked the screen will display the list of appointments for the student. If you click on the "Return to Homepage" button, you will return to the homepage with your students and appointments listed. You can book additional appointments or book appointments for another student.



JOHNSTON HEIGHTS SECONDARY SCHOOL

15350 – 99 Avenue, Surrey, BC, V3R 0R9 | 604.581.5500
johnstonheights@surreyschools.ca | www.surreyschools.ca/johnht/



Printing Parent Appointment Schedule

From the homepage 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 you what you wish to do with the document.

Parent Schedule PDF

The generated PDF will list the appointment times, the student, and the teacher with whom the appointment is booked.

Reminder: you will not be able to make an appointment until the session opens on Friday, October 7 at 4pm.