Clayton Heights Secondary

Parent / Teacher Interviews

Tuesday, October 20th, 2026

2:30-4:00 pm and 4:30-6:00 pm

Important

You will NOT be able to access the program until 9:00 am on Friday, October 16th, 2026.
Parents can begin booking appointments from **9:00 am Friday, October 16th, 2026 until 11:55 pm on Monday, October 19th**
after which the system will be closed to enable teachers to prepare for their appointments.

School Appointments - Parent Instructions

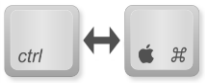
1. Go to the school appointments web site for Clayton Heights.
   https://claytonheights.schoolappointments.com/

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 schedule for the teacher. You can do this by hovering your mouse over each schedule listed. This will give you a list of teachers in that schedule.



6. 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.

7. Then click the "View Calendars" button.

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

9. Once you have booked all of your appointments, please note or print off the schedule and bring with you for P/T Interviews.