
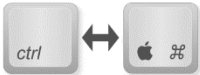


Students will be dismissed at 1:30 p.m. on October 24. Starting at 1:45 on teachers will be available for parent/teacher conferences. Please see the instructions below on how to book your appointments online. Parents will be able to start booking conferences tomorrow, October 19th at 8:00 a.m.

School Appointments - Parent Instructions

1. Go to our school appointments web site: <http://oceancliff.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. Select the staff you wish to book appointments with and the "**View Calendars**" button. Use the "**Ctrl**" or "**Command**" key to select multiple staff to view at the same time.  
5. Click on available time slots to book your appointments and then click the "**Book Appointments**" button to save your bookings.