



**Parent/Teacher Conferences will be held on Thursday, October 23.
This is an early dismissal day; students will be dismissed at 1:28pm.**

School Appointments - Parent Instructions

1. Go to our school appointments web site for your school.
<https://ajmclellan.schoolappointments.com/>
 2. Register for an account by clicking the "**CLICK HERE TO 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 the child's name to view available appointments. Select the staff you wish to book an appointment. Click the Blue Calendar Icon "Book Appointments"
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5. Select the teachers name in the Calendars Box – Click View Calendars.
 6. Click on available time slots to book your appointments to make your bookings.

The online booking system will open on Wednesday, October 15 at 8:00am and will close on Wednesday, October 22 at 9:00pm.

If the available times do not work with your schedule, please contact the teacher directly to arrange another day for a meeting.