

# Parent Teacher Interview On Line Booking Access

Date: October 10<sup>th</sup>, 2017

To: All Parents and Guardians

From: Lakewood Elementary



1. This link will be active tomorrow, Wednesday, October 11<sup>th</sup> at 9AM. Enter the following link:

<http://lkw.schoolappointments.com/>

2. When you get to this site, click on **Register**. This will take you to **Register for an Account**. All fields are required. When completed, click on **Register Now**, in a blue box at the bottom of the page. Remember your **Preferred User ID and password** as you will need these to access and book your appointment(s).
3. You will be taken to another page where you can input your child's first and last name. If you have more than one child, you will have the option to add more children by clicking on **Insert New**. Follow the directions at the bottom of the page, once you have entered all of your children, click on the blue box with the number 9 in it. This symbol is located inside the box with each of your children's name, on the right hand side of the page.
4. Each time you click on the "book an appointment for your child" icon, you will be redirected to **Parent/Teacher Interviews – Appointment Scheduling** – Follow the prompts to select your child's teacher. Once you have selected the teacher, click **View Calendars**.
5. At this point, **enter only one appointment time for the teacher you have selected**. When you have done this, click on **Book Appointments**, in a blue box at the bottom of the page. You will return to the Manage Students page. **If you have more than one child, repeat the process. Make sure you book a different time for each of the teachers.**
6. When you are finished, you will be directed to **Current Scheduled Appointments**. If everything looks good, you have the option of printing out a copy of your schedule.
7. See you next Wednesday, October 18<sup>th</sup>. If you have problems, please contact Ms. Willner at the office.

