

Parent Teacher Interview Bookings

The steps below will help you to schedule an interview time with your child's Homeroom. Please select only 1 time slot per child.

- 1. Go to Gilbert Paterson Middle School Website. (<u>https://gp.lethsd.ab.ca/</u>)
- 2. In the top right-hand corner of the page select the "Menu" button.



3. Click on "Parent Teacher Interviews". From there the Parent Teacher Interviews will populate. Please click on "Register Now" button for the appropriate Interview Selection.

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4. Fill in the Parent Name, Parent Phone, Parent Email, and Student #1 Name fields. You must also select a Parent Meeting Preference from the drop down (Online TEAMS Video Conference OR Telephone Meeting). For every additional child, click the "Add Another Student+" button and input their name. Once all the information has been entered, click "Next" at the bottom of the page.

Parent Name	
John Smith	
Parent Phone	
4033290125	
Parent Email	
john.smith@email.com	
Parent Meeting Preference	
- Select an Option -	~
Student #1 Name	
Port Smith	

5. You will then need to select the Grade from the "Select Grade" drop down for the grade of Student #1. Once the grade has been selected, you will be able to select the Homeroom from the "Select Home Room" Drop down that your child is in.

Barb Smith	
Select Grade	
Select Grade	~
Select Teacher	
Choose a Grade First	~
Add Another Teacher +	
Prev	Next

- 6. Now you can select the desired time for your interview. If the time is available there will be an open circle for you to click. If the interview time is taken you will see a dash and will need to choose another time slot.
- 7. Verify the date and time of your interview and click "Submit". Your interview has now been booked! You will receive a confirmation email with the details for your records.

Monday, Oct 21st											
	3:00pm	3:15pm	3:30pm	3:45pm	4:00pm	4:15pm	4:30pm	4:45pm	5:00pm	5:15pm	5:30pm
Barb Smith											
Mr. Green - Grade 5	0	۲	0	0	0	۲	0	0	0	۲	0
4											÷
Tuesday, Oct 22nd	d										
	3:30pm	3:45pm	4:00pm	4:15pm	4:30pm	4:45pm	5:00pm	5:15pm	5:30pm	5:45pm	6:00pm
Barb Smith											
Mr. Green - Grade 5	0	0	0	0	0	0	0	0	0	0	-
4											Þ
Wednesday, Oct 2	3rd										
	4:00pm	4:15pm	4:30pm	4:45pm	5:00pm	5:15pm	5:30pm	5:45pm	6:00pm	6:15pm	6:30pm
Barb Smith											
Mr. Green - Grade 5	0	0	0	0	0	0	0	0	-	0	0