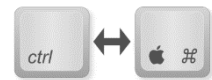


## School Appointments - Parent Instructions

1. Go to our school appointments web site for your school: <https://nns.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. If you used the system in the fall, and if you remember your login information, you can use that login.
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 staff you wish to book appointments with. Use the "**Ctrl**" or "**Command**" key to select multiple staff to view at the same time.
6. Then click the "**View Calendars**" button.
7. Click on available time slots to book your appointments to make your bookings.



### The teachers will be available for appointments as follows:

**Monday:** Mrs. Schultz, Ms. Tronsgard, Mrs. Bussey, Mrs. Fleck, Mrs. Metcalfe, Mr. Searle and Mr. Payne. Ms. Ng will be available until 7:30 and Mrs. Metcalfe until 6:45 on Monday.

**Tuesday:** Mrs. Shostak, Ms. Berg, Mr. Kluthe, and Ms. Read. Ms. Marr will be available until 7:30 on Tuesday.

Mr. Searle and Mr. Payne will be available Monday all evening and Tuesday until 5:45

Mrs. Gutmann will not do interviews at this time.

Parents wishing to speak with Mr. Anderson are asked to call the school office to arrange an alternate date.

**SchoolAppointments.com**  
Scheduling Parent Teacher Appointments  
Can be Easy for Everyone!

Appointment Date : Monday November 10th, 2008

1:30 pm	<input type="checkbox"/>		
1:40 pm	<input checked="" type="checkbox"/>		
1:50 pm	<input type="checkbox"/>		<input type="checkbox"/>
2:00 pm	<input type="checkbox"/>		<input type="checkbox"/>
2:10 pm	<input type="checkbox"/>		<input type="checkbox"/>
2:20 pm	<input type="checkbox"/>		<input type="checkbox"/>