

Parent-Teacher Conference Information

Dear Parents and Guardians of Frank Panabaker Elementary Campus,

We will be holding Parent-Teacher Interviews at the school on Thursday, November 20th from 3:00 – 7:00 pm and Friday, November 21st from 8:15 am – 2:00 pm. This year, you will be able to schedule your Parent-Teacher Interviews online. We kindly ask that you schedule a meeting with your child's **main homeroom teacher** first before booking with other subject teachers. This ensures that every family has an opportunity to connect with their homeroom teacher.

You will be able to schedule appointments November 12th at 8:00 am until November 19th at 11:00 pm.

Instructions

1. Go to the Frank Panabaker North scheduling webpage at <https://parentinterview.com/s/fpns>
2. Enter the Parent Code (printed below) and click "Sign In"
Please make a note of your Confirmation #
3. Fill in your contact information and click "Continue to Make Appointments"
4. Click on the name of a teacher with whom you wish to schedule an appointment
5. Click on an available time at which you wish to have your meeting
6. Repeat Steps 4 and 5 until you have scheduled all the teachers you wish to meet
7. Click on "My Schedule" (top left of the page)
8. Email, print out, or copy down your schedule

The Parent Code for this term is
teacher3

Do not share this code with anyone outside your school community

Should you wish to cancel an appointment you have made, click on "Cancel" beside the meeting you wish to have removed from your schedule.

If you misplace your schedule, you may use your Confirmation # to retrieve your schedule from the website at any time. If you need help using the service, please email support@parentinterview.com

We look forward to speaking with you.

Sincerely,

The Teachers and Administration of Frank Panabaker Elementary