

# PARENT TEACHER INTERVIEW INSTRUCTIONS

## Step 1

Click on Book Parent Teacher Interview (eg has 2 children)

Welcome to the Toorak Primary School Portal

Use the links listed for each of your children to explore the portal. Please keep your mobile phone number and email address up to date (Tools > Update My Details). The school will use this to contact you regarding attendance, events, news and more.

Profile (Attendance, Schedule, Reports)  
Add Attendance Note/Approval (Approved Absence/Late)  
View Academic Reports  
Book Parent Teacher Interviews

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My News

**Event Consent/Payment Required**  
There are 1 event(s) awaiting your consent and/or payment.  
Click here for more information

**Attendance: Attendance Note/Approval Required**  
Eloise was recorded as 'not present' or 'late' without explanation.  
Click here for more information

**Attendance: Attendance Note/Approval Required**  
Josie was recorded as 'not present' or 'late' without explanation.  
Click here for more information

**Grade 3 to Grade 6 Optional ICAS Assessments**  
The University of New South Wales is offering your child an opportunity to participate in the International Competitions and Assessments for Schools (ICAS). To enrol your child in ICAS, please complete the form below and return it to the office. If you have more than one child wanting to sit tests, please complete a separate form for each child.

ICAS PARENT FORM.pdf  
Mar 17th by Edwina CROSSING [See More]

## Step 2

Click on 2016 Parent Teacher Interviews

Conference Bookings

Please select the event to manage your bookings.

Available events

| Event                          | Student | Status           |
|--------------------------------|---------|------------------|
| 2016 Parent Teacher Interviews |         | Open for booking |
| 2016 Parent Teacher Interviews |         | Open for booking |

Conference Bookings  
Conference Bookings Home

2016 Parent Teacher Interviews

2016 Parent Teacher Interviews

My Bookings

Print

| Teacher Name    | Eligibility       | Location | Time Slots  | Status |
|-----------------|-------------------|----------|---|--------|
| Suzanna HOFFMAN | Generalist Year 4 |          | Clear<br>21/06/2016 - 08:00 AM<br>21/06/2016 - 08:15 AM<br>21/06/2016 - 02:00 PM<br>21/06/2016 - 02:15 PM<br>21/06/2016 - 02:30 PM<br>21/06/2016 - 02:45 PM<br>21/06/2016 - 03:15 PM<br>21/06/2016 - 03:30 PM<br>21/06/2016 - 03:45 PM<br>21/06/2016 - 04:00 PM<br>21/06/2016 - 04:15 PM<br>21/06/2016 - 04:30 PM<br>21/06/2016 - 04:45 PM<br>21/06/2016 - 05:00 PM | Free   |

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## Step 3

Click on drop down box and choose time. Status will change from 'free' to 'booked'.

## Step 4

Print Booking Time