



## Parent-Teacher Conference Information

Dear Parents and Guardians of St. Bernard's Catholic School,

We will be holding Parent-Teacher Interviews at the school on **Thursday, November 16<sup>th</sup>** from 3:30 – 8:00 pm and **Friday, November 17<sup>th</sup>** from 8:30 am – 2:45 pm. **This year, you will be able to schedule your Parent-Teacher Interviews online.** If you wish to schedule a meeting with any of your child's teachers, please follow the instructions printed further down the page.

You will be able to schedule appointments from **November 1<sup>st</sup> at 6 pm until November 15<sup>th</sup> at 11:00 pm.**

### Instructions

1. Go to the St. Bernard's scheduling webpage at <https://stbernards.parentinterview.com>
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 "Available" for a time at which you wish to meet 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. Print out, email or copy down your schedule and bring it with you

**The Parent Code for this term is**

**stb2017**

**Do not share this code with anyone outside your school community**

Should you wish to delete an appointment you have made, click on "Delete" 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](mailto:support@parentinterview.com)

**If you do not have access to the internet at home or in the workplace, please call parentInterview toll-free at 1-866-810-0076, and someone will be happy to make your appointments with you.**

We look forward to seeing you.

Sincerely,  
Mrs. Smith