Making Parent Teacher Interview Appointments

- Go to the Student Information System (SIS) and log in with one parent’s / guardian’s username and password provided by the College for the Family Portal. **NB Please do this from only one parent/guardian account to avoid booking multiple interviews for the same daughter and her teachers. Where duplicates are detected in the system, they will be deleted.**
- Select the tab **Interviews**.
- The teacher is available for the times where avail appears. You can click on that place to request an interview. You will then be asked to confirm the interview. Please select yes if you wish to have that time and no is you wish to change it.
- Once you have selected a time, you can change this by selecting cancel in that timeslot and then selecting a new time.
- If you have **more than one daughter** at the school, you change schedules by selecting their name.
- Once you have finished entering your time, Click **Print your appointments** to get a list of appointment times.

If you have difficulties using the online booking system, please contact the College: 3862 1615.