



14 May 2013

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CRICOS No. 00476G
ABN 69 009 575 517

Dear Parents,

Parent Teacher Interviews

Please find on the reverse, information regarding booking your Junior School Parent/Teacher interview online.

Interviews will be held on Tuesday 21 May and Thursday 23 May 2013.

Junior School Staff are looking forward to discussing your child's progress.

Yours sincerely,

Amanda Evans
Head of Junior School

BOOKING YOUR JUNIOR SCHOOL PARENT/TEACHER INTERVIEW ONLINE

Fahan School is using an online booking system to streamline the booking process for Parent/Teacher interviews. Please follow the steps below to book your interview. The system will be available for access to book interviews from **8.00am Monday 10 May until midnight 19 May 2013**

1. Go to the Fahan School website www.fahan.tas.edu.au and click on this logo to start the process.

PARENT TEACHER
INTERVIEW

2. You will need to register yourself by entering your email address, then select **Next**

Interview Bookings

Parent: **Parent registration**

Email:

For example: john.smith@gmail.com
This email will be your login identifier each time you revisit this site

Next Cancel

3. Enter your Name and Contact number, then select **Next**

Interview Bookings

Parent: **Parent registration**

Name:

Enter your first name and surname, for example: John Smith

Contact:

Enter a contact phone number

Next Cancel

4. Enter your child's name and select their year level, then select **Next**

Students: **Student registration**

Child's name:

Enter your child's full name

Child's year level: ☐ Prep ☐ Yr1 ☐ Yr2 ☐ Yr3 ☐ Yr4 ☐ Yr5 ☐ Yr6 ☐ Yr7 ☐ Yr8 ☐ Yr9 ☐ Yr10 ☒ Yr11 ☐ Yr12

Select this child's current year level

Next Cancel

5. Add more children at this point if you need to book interviews for more than one student

6. Select '**Book Interviews**', and place a *tick* (✓) next to the appropriate teacher's name, then select **Next**. To book more than one interview, select multiple teachers with a tick (✓) before selecting **Next**

Interview Bookings

Parent: churchh@fahan.tas.edu.au
Hayley Church
6225 1064

Students:

Name	Year level	Interview dates
Test Student	Yr3	Tuesday Junior School Parent Teacher Interviews 21-08-2012 - 21-08-2012

Add child

Book Interviews

Interview Bookings

Parent: churchh@fahan.tas.edu.au
Hayley Church
6225 1064

Students: Test Student
Tuesday Junior School Parent Teacher Interviews

Interviews: **Select Yr3 Teachers for Interviews**

BROWN ✓
Kale

Next Cancel

7. You can now click on a time to book yourself an interview. When finished booking all interview times you can print your interview schedule to bring along on the night.

*If you do not have easy access to the internet,
please feel free to contact your classroom teacher to arrange an interview time*