



3 September 2013

**Fahan School**  
[www.fahan.tas.edu.au](http://www.fahan.tas.edu.au)

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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 10 September and Thursday 12 September 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 INTERVIEWS ONLINE

Fahan School is using an online booking system to streamline the booking process for the Junior School 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 Thursday 5<sup>th</sup> September until midnight 9<sup>th</sup> September 2013.

1. Go to the Fahan School website [www.fahan.tas.edu.au](http://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

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

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

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

6. Select **'Book Interviews'**

### Interview Bookings

 **Parent:** tonksfamily4@gmail.com  
Karen Tonks  
62251054

 **Students:**

Name	Year level		Interview dates
Test	Yr3	<input type="button" value="Delete"/>	Junior School New Parents Transition Meetings 29-11-2012 - 30-11-2012

### Interview Bookings

 **Parent:** tonksfamily4@gmail.com  
Karen Tonks  
62251054

 **Students:** Test  
Junior School New Parents Transition Meetings

 **Interviews:**

#### Select interview slots for Test

Junior School New Parents Transition Meetings

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 day.