

Parent Teacher Conference Booking Instructions for Parents

1. Visit our website at leh.spschools.org.
2. Click the “+” next to the “Parents” menu, and then click on “Parent/Teacher Conferences”.
3. Each teacher will have a separate booking event. Find the first teacher you’d like to book with and click “Register Now”.
4. Step 1: Enter your contact information, and the name of your child.
NOTE: Do not click “Add Another Student”. As each teacher has their own booking event, you will have to book each child separately. When you have entered your contact information, click “Next”.
5. Step 2: Select the classroom from the “Select Class” menu, and choose the teacher from the “Select Teacher” menu.
NOTE: Do not click “Add Another Teacher”. As each teacher has their own booking event, you will have to book each child separately. Click “Next” when done.
6. Step 3: Select Date & Time by clicking on the dot showing underneath the time you would like to book. Click “Submit”.
NOTE: Under the “Step Three” heading, the teacher will indicate whether your child is required to attend the conference or not. This will also be stated in your confirmation email.
7. You should see a Confirmation of Bookings. This will also be sent to the email address you provided during the booking process. Your confirmation email also will provide you with a link to amend or cancel your booking.
8. To book a Conference time for additional children, click on “Parent/Teacher Conferences” on the left side of your computer screen, or on your phone, click the 3 lines at the top right, click the arrow next to “Parents”, and then click on “Parent/Teacher Conferences”.
9. Once the Bookings have closed on October 28th, you will have to contact the office to book or make any changes to your appointments.

