

On-Line Signup Procedure for Parent/Teacher Conferences

Parent/Teacher conferences are scheduled for Thursday, November 19, 2009 from 2:00 until 4:00 PM and from 5:00 until 7:00 PM.** Priority will be given to parents/guardians of those students who are struggling academically, with failures or grades below 75.

APPOINTMENTS CAN BE SCHEDULED BEGINNING THURSDAY, NOVEMBER 12, 2009 AFTER 12:00 NOON.

If you do not have internet access and wish to schedule an appointment, you are welcome to use the computer kiosk in the Principal's Office on school days from 8:00 AM until 3:00 PM.

Please follow these steps to schedule your conference(s):

- Go to the website www.mybookingcalendar.com/SaintPetersPreparatorySchool
- Click on "Sign up" in the upper right hand corner
- Provide the requested information to receive your password
- Retrieve your password and sign in
- At the Home Page, select a teacher from the pull-down menu and click GO
- At the Appointment Calendar page, click on a teacher's name to bring you to that teacher's page, where available time slots are displayed
- Choose an available time and click on it
- On the next page, schedule your conference by clicking on the appropriate button. You may then print the page for your records. You will also receive an automatically generated confirmation at the e-mail address you provided.
- To schedule a conference with another teacher, return to the Home Page and select that teacher. There is no need to log out and then log in again.

To cancel an appointment, log in and click the "Cancel Appointment" button. You will receive an e-mail confirmation of your cancellation.

NOTE THAT ALL E-MAILS REGARDING SUCCESSFUL REGISTRATION, APPOINTMENTS AND CANCELLATIONS ARE AUTOMATICALLY GENERATED, SO PLEASE DO NOT RESPOND TO THEM.

***The next scheduled date for Parent/Teacher Conference will be Thursday, February 4, 2010.*