

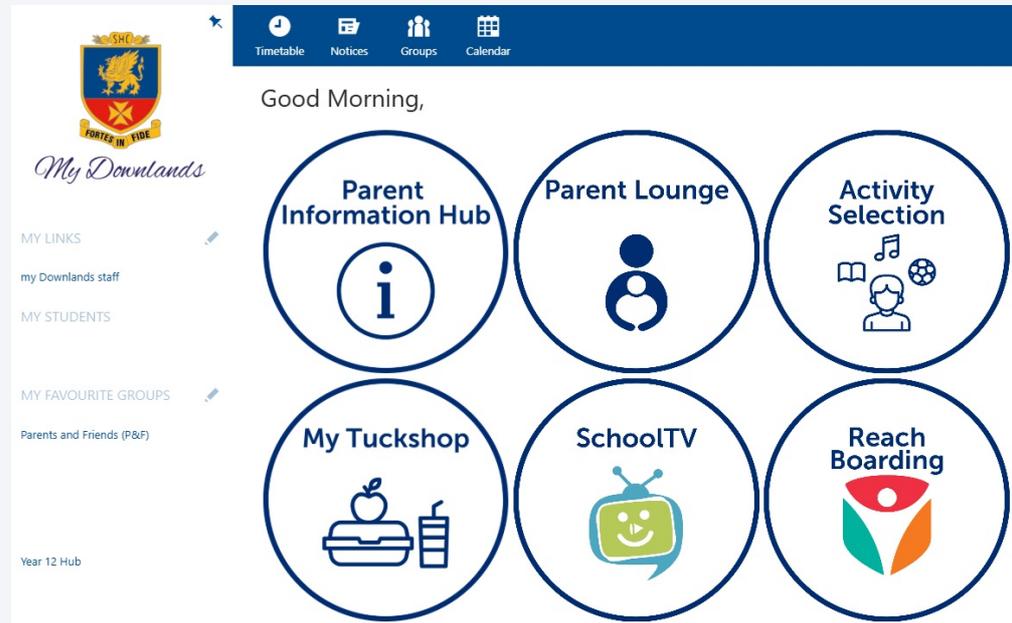
# Parent-Teacher Interviews

## STEP 1

Login to My.Downlands

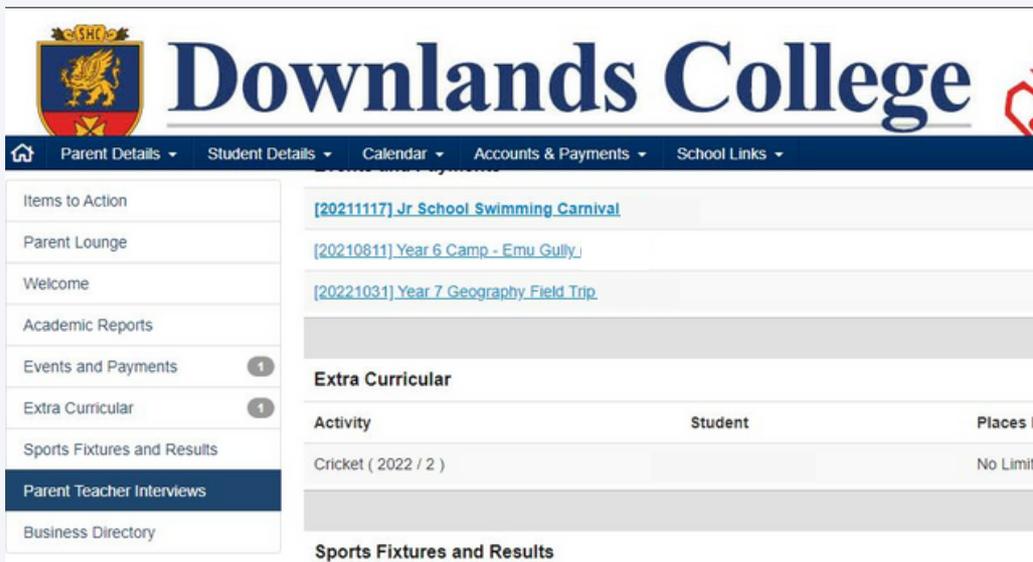
## STEP 2

Navigate to Parent Lounge



## STEP 3

Navigate to Parent Teacher Interviews - Left hand side



## STEP 4

Choose relevant session

Parent Teacher Interviews		
P - 3 Parent Interviews, Monday 27 March 2023	27/03/2023	<a href="#">i</a>
P - 3 Parent Interviews, Wednesday 29 March 2023	29/03/2023	<a href="#">i</a>

# Parent-Teacher Interviews

## STEP 5

Book for student

Students							
Code	Name	Yr	Hse	Form	PCGrp	DOB	Action
		3	TR		3KKFB	16/12/2014	<a href="#">Book</a>
		P	TR		0TLJR	21/12/2017	<a href="#">Book</a>

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## STEP 6

Book an appointment with Teacher

Teachers Available				
<p>⚠ PLEASE NOTE: Only one interview per teacher is permitted. Interview bookings will encompass all subject classes.</p>				
Teacher	Subject	Teacher Request	Appts. Free	Action
	3 English ( Yr 3 Cls B )		9	<a href="#">Book an appointment</a>

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## STEP 7

Select appointment time & enter messages for the teacher under Parent comment

**Book an Appointment**

3 English ( Yr 3 Cls B ) 

**Interview Room**  
Issoudun Centre

**Appointment Times Available**  
\* Choose Appointment:

**Attending Parent Details**  
 Parent Attending/Name:   
 Contact Email:  Mobile Phone:   
 Parent Comment (0 of 4000):

**Appointments Already Booked**

[Back](#) [Confirm](#)

## STEP 8

Appointment will be confirmed and an option to print appointment

Teachers Available -				
<p>⚠ PLEASE NOTE: Only one interview per teacher is permitted. Interview bookings will encompass all subject classes.</p>				
Teacher	Subject	Teacher Request	Appts. Free	Action
There are no further Teachers available for this Student.				
Confirmed Appointments -				
Teacher	Subject	Date / Time	Action	
	3 English ( Yr 3 Cls B )	Mon 27 Mar 3:50pm - 4:10pm	<a href="#">Cancel appointment</a>	

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**Print Appointments**

Print all students for this conference on the report?

[Cancel](#) [No](#) [Yes](#)