

Monday 24 June 2019

Dear Parents/Caregivers

Year 11-13 Parent-Teacher-Student Conferences with subject teachers

Monday, 1 July	2:00 pm to 3:00 pm 3:15 pm to 5:50 pm 6:30 pm to 8:00pm
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Please note **Mount Albert Campus will close for Year 9 to Year 13 students at 12.50pm on Monday 1st July.**
A classroom will be available for study for students who need to remain on site until 3.10pm.

Each interview is 5 minutes long. Please ensure you arrive on time to each interview.

Booking your interviews

The booking website will open **Tuesday 25 June at 10:00am**, and will close **Monday 1 July at 10:00am**.

1. Go to parentinterviews.co.nz, enter the event code **84LVEQQF** and click Go.
2. Enter your name, email address and the names of the students you wish to make bookings for.
3. Select the teachers you'd like to book by ticking the checkbox beside their name, and then click the Book Interviews button at the bottom of the page.
4. Using the timetable, click the Book button beside the time slot you'd like to book for the teacher. You'll be asked to confirm your booking.
5. Continue until you've booked all teachers.

Once you're finished, you can view your timetable by clicking [My Interviews](#) at the top of the page. You can also print a PDF timetable to take to your interviews.

Before your interviews, you'll receive an email reminder containing your timetable. If you need to cancel any interviews, you can do so by following the link in the email you received when you first signed up.

If you have any questions regarding the conferences, please contact the Mount Albert office at 09 8462159 or mtalbert@elim.school.nz for assistance.

If you are unable to attend conferences you may email the teacher using the format firstname.lastname@elim.school.nz.

Yours sincerely

Julie Nola MProfstuds, BPerArts, GDipTchg, GDipArts

MT ALBERT CAMPUS TEAM LEADER YEAR 9-13
ENGLISH YEAR 10-13