

Parent-Teacher Conference Information

Dear Parents and Guardians of Garrison Road Public School,

We will be holding Parent-Teacher Interviews on Wednesday, November 25 from 3:30 – 8:00 p.m. This year, you will be able to schedule your Parent-Teacher Interviews online. If you wish to schedule a virtual meeting with any of your child's teachers, please follow the instructions printed further down the page.

Scheduling of appointments is open from November 11 at 8:00 a.m. until November 22 at 11:00 p.m. Once scheduling closes, your child's teacher(s), will invite you to participate in the virtual interview using Microsoft TEAMS. Information on how to access the interview will be emailed in a parent communication on November 20 as well as posted on the Garrison Road school website. If you require a phone interview, please contact the office or your child's teacher directly for scheduling during the above dates.

Instructions

1. Go to the Garrison Road scheduling webpage at <https://grps.parentinterview.com>
2. Enter the Parent Code (printed below) and click "Sign In"
Please make a note of your Confirmation #
3. Fill in your contact information and click "Continue to Make Appointments"
4. Click on the name of a teacher with whom you wish to schedule an appointment
5. Click on "Available" for a time at which you wish to meet to have your interview
6. Repeat Steps 4 and 5 until you have scheduled all the teachers you wish to meet
7. Click on "My Schedule" (top left of the page)
8. Print out, email or copy down your schedule

**The Parent Code for this term is
erie2020**

Do not share this code with anyone outside your school community

Should you wish to delete an appointment you have made, click on "Delete" beside the meeting you wish to have removed from your schedule.

If you misplace your schedule, you may use your Confirmation # to retrieve your schedule from the website at any time. If you need help using the service, please email support@parentinterview.com

If you do not have access to the internet at home or in the workplace, please call parentInterview toll-free at 1-866-810-0076, and someone will be happy to make your appointments with you.

We look forward to connecting with you!