



November 3, 2011

Dear Middle and Senior School Parents,

On Thursday, November 10 we shall be sending home your daughter's mid-term report. This document is intended to give you information about your daughter's progress during the first two months of the school year. As you are aware, a comprehensive, anecdotal semester report will be issued in January 2012.

We shall be holding our Middle and Senior School Parent-Teacher interviews on the following dates:

<b>Thursday, November 24</b>	<b>4:00 p.m. – 8:00 p.m.</b>
<b>Friday, November 25</b>	<b>8:00 a.m. – 4:00 p.m.</b>

All interviews take place in the Gym, and each interview is ten minutes in length. We encourage you to bring your daughter with you to the interviews; it is a valuable opportunity for her to discuss her progress and to participate in setting goals for the second half of the semester.

**Please note: School will be closed for Middle and Senior Students on Friday, November 25. Classes will resume as usual on Monday, November 28.**

In order to arrange interview times at your convenience, please visit the interview scheduling website at [pickatime.com/client?ven=11604159](http://pickatime.com/client?ven=11604159). **The website will be open to parents from Thursday, November 17 at 9:00 a.m. until Wednesday, November 23 at 1:00 p.m.** Please see the *Parent Instructions for Scheduling Interviews* sheet attached.

We are looking forward to discussing your daughter's progress with you, and hope that as many of you as possible will be able to attend.

Sincerely,

A handwritten signature in black ink that reads "Kate Angell".

Kate Angell  
Deputy Head of School

## Instructions for Scheduling Parent-Teacher Interviews November 2011

Scheduling website: <https://pickatime.com/client?ven=11604159>

Junior School Interviews  
**Thursday, November 17 (1:00-8:00 p.m.)**

Website opens: Thursday, November 10 (9:00 a.m.)  
Website closes: Wednesday, November 16 (1:00 p.m.)

Middle-Senior School Interviews  
**Thursday, November 24 (4:00-8:00 p.m.)  
Friday, November 25 (8:00 a.m.-4:00 p.m.)**

Website opens: Thursday, November 17 (9:00 a.m.)  
Website closes: Wednesday, November 23 (1:00 p.m.)

### STEP 1: Register and create your account.

- On the opening screen, choose "Login/Create Account". (no other information is to be entered at this time)
- On the next screen:
  - Enter your email address, first name and surname.
  - Create a password (minimum 6 characters). Click "OK".
- On the following screen:
  - Choose Junior School or Middle-Senior School.
- For each child, provide the following information:
  - The student's first name and surname, with no space between them, as the Student ID. (First name is the name that Elmwood has been advised the student normally uses – perhaps Kathy, rather than Katherine. The Student ID would be KathyBlack.)
  - Enter the student's birthdate as dd/mm/yyyy. Click "Add".

**Welcome to the Online Scheduler**

Enter your email and click "Login/Create Account"

Your email address:

Your personal password:

**Elmwood School requires the following information**  
Questions marked with an asterisk (\*) must be completed.

**Email address** \*

**Confirm Email address** \*

Your email address is also your login ID. Please double check that it is correct.

**First Name** \*

**Last Name** \*

**New Password at least 6 characters** \*

**Confirm Password** \*

Click OK to register

**Name**

[2011 Junior School Parent Teacher Interviews](#)  
[2011 Middle-Senior School Parent Teacher Interviews](#)

**Student ID: Enter FirstnameSurname (example KathyBlack)**

\*

**Student's birthday (dd/mm/yyyy)**

\*

### STEP 2: Schedule appointments.

- Each coloured square represents an available appointment time, and there is a legend that identifies the teacher. Click on a coloured square to book a time.
- On the next screen, choose "Create Appointment".
- Repeat until all appointments have been scheduled.

November, 2011	
	Thu 17
1:00 PM	[Green]
1:10 PM	[Green]
1:20 PM	[Green]
1:30 PM	[Green]
1:40 PM	[Green]
1:50 PM	[Green]
2:00 PM	[Green]
2:10 PM	[Green]
2:20 PM	[Green]

**Please enter your child's information below.**

**If you have multiple children at the school, simply add one at a time.**

Questions marked with an asterisk (\*) must be completed.

**Student ID: Enter FirstnameSurname (example KathyBlack)**

\*

**Student's birthday (dd/mm/yyyy)**

\*

You are scheduling an appointment with **Elmwood School Evelyn Pike**, at **01:00 PM on 17/11/11**, for the **2011 Junior School Parent Teacher Interviews** event.

Add this appointment to your calendar

### STEP 3: Log Out.

- Log out at the completion of your session. Confirmation of your appointments will be emailed to you.
- You may sign back in to make appointment changes by entering your email and password on the opening screen.