

## SCHOOL INTERVIEW BOOKING PROCEDURE

Dear Parents

For the Year 11-13 Term 3 Parent Interviews on **Thursday, 22 July** please follow the instructions below. Bookings are available from 3.30pm to 7.25pm.

Log on to the School Interviews website: [www.schoolinterviews.co.nz](http://www.schoolinterviews.co.nz)

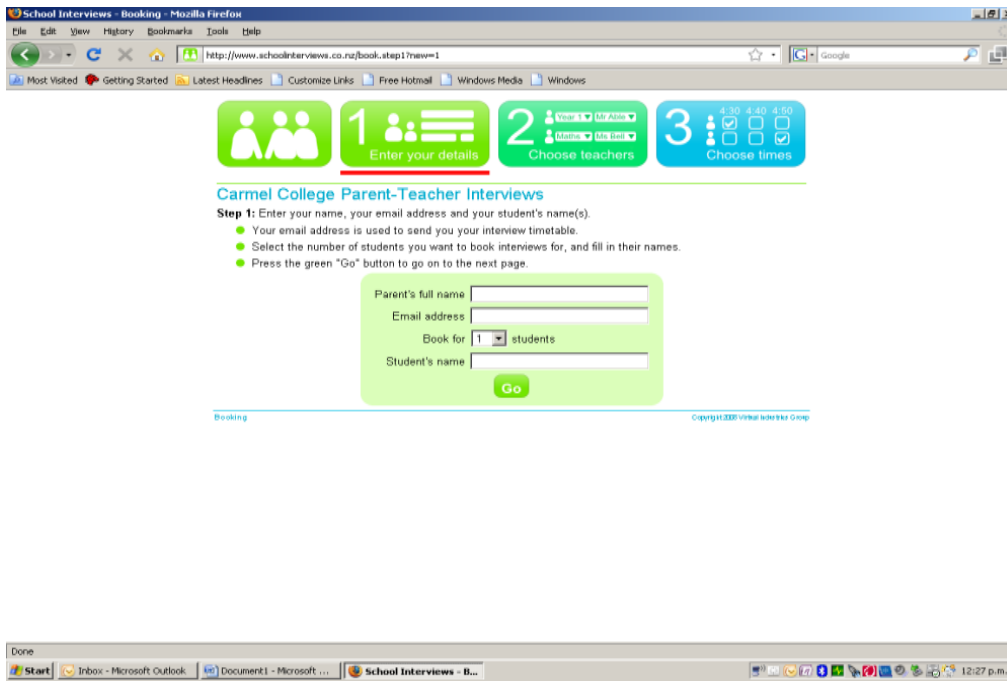
On the home page you will be asked to enter a School Code. Please enter the code:

- 6UH96
- Then click on the Go Button

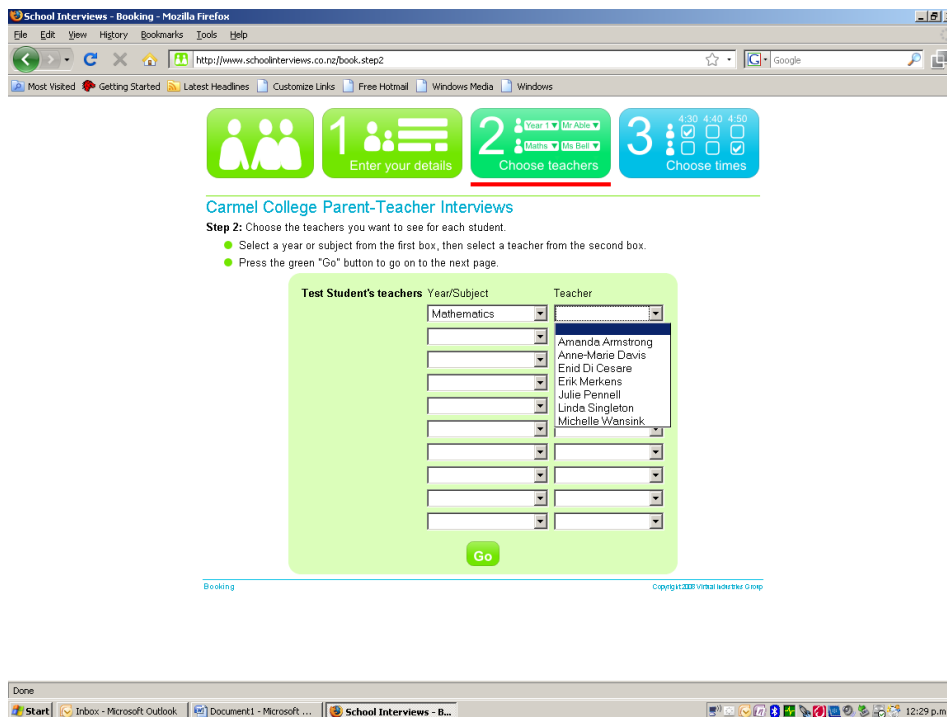


On the next screen please enter:

- Your parent details
- Your email address
- The number of students you are booking interviews for
- Your daughter's full name (First name, Last name)
- Then click on the Go Button

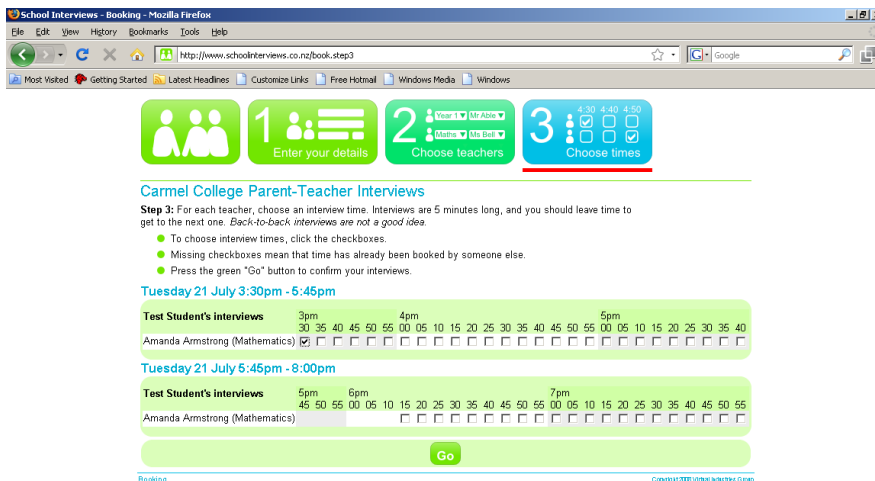


On the next screen select the subject and the teacher that you want to meet with. Please note that the teacher drop down box will list all the teachers of that particular subject. You will need to know which teacher your daughter has.

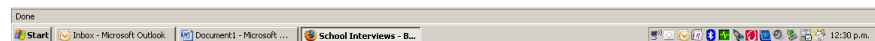
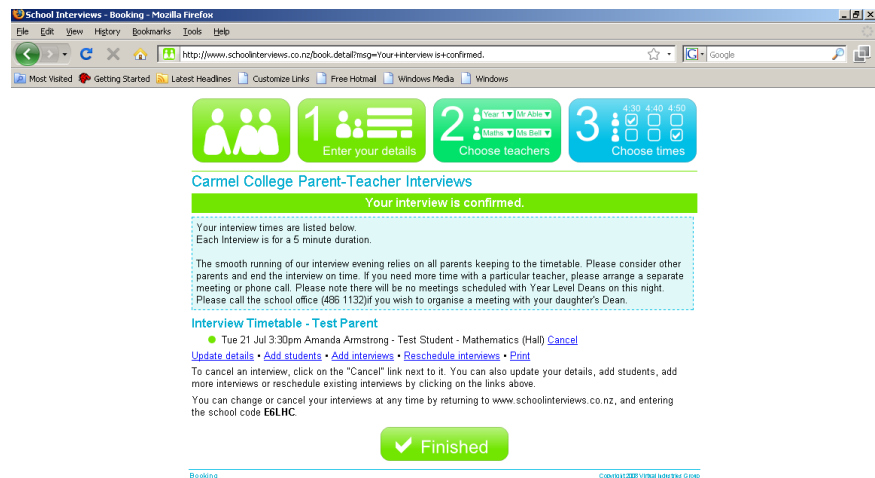


Once you have selected all the teachers you wish to see at the interviews please click on the Go Button.

The next page will show you the availability of the teachers that you would like to see. Tick the box that corresponds to the interview time you would like. If a box is already booked it will not let you select that time.



Once you have selected your interview times please click on the Go Button. The final page will confirm the details of your interview(s) and allow you to edit any of your details.



After leaving the site you will receive an email confirming your appointments. Should you need to alter or cancel any interviews at a later date you can log back into the site. The system recognises your email and details of previously booked interviews.

**Should you have any problems with this booking process  
please contact the School Office: 486 1132.  
THANK YOU FOR YOUR COOPERATION**