



Abraham Erb Public School  
710 Laurelwood Drive  
Waterloo, ON N2V 2V3  
519-747-7694

## Scheduling Parent-Teacher Interviews Online with School-Day!

**PARENTS:** Please follow the instructions below to book an interview with your child's teacher(s).

**A School-Day account is required.** To register, visit [abe.wrdsb.ca](http://abe.wrdsb.ca) and look for the School-Day window. Your child's Ontario Education Number (OEN), found on any report card, or a Secure-Match Code, sent home by letter to many families, is needed to register. **Contact the school office for registration help.**

The booking system **OPENS** on **THU. OCT. 30<sup>th</sup> at 9:00 AM** (no online bookings before this time), and **CLOSES** on **WED. NOV. 5<sup>th</sup> at 9:00 AM** (no online bookings after this time).

You may book an interview for: **Thu. Nov. 6<sup>th</sup>** (afternoon/evening) -OR- **Fri. Nov. 7<sup>th</sup>** (morning).



**IMPORTANT!** If you cannot schedule an interview online for November 6<sup>th</sup> or 7<sup>th</sup>, please contact the teacher directly to arrange an alternate time to discuss your child's progress.

### Booking Your Appointments

- Log in to School-Day ([www.school-day.com](http://www.school-day.com)) with your user name and password.
- Select the **Parent-Teacher Interviews** link from the left side of your Parent Dashboard.
- Use the drop-down menu to select our school, and on the following screen select the schedule:

**Thursday November 6<sup>th</sup> (PM) -OR- Friday November 7<sup>th</sup> (AM)**

- If you have more than one student, select their name from the **Students** drop-down menu to view the booking options for each student.

Legend:  Available  Blocked  Booked  On Hold  Booked By You

Students: Ciara Ianelli

Show 10 entries Search:

Teacher	16:00	16:10	16:20	16:30	16:40	16:50	17:00	17:10	17:20	17:30	17:40	17:50	18:00	18:10	18:20	18:30	18:40	18:50
Julie Anderson Grade 2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Showing 1 to 1 of 1 entries

My Appointments Print

Please turn over →

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-To book an appointment, **click on the time slot** you would like. The spot will be held for 30 seconds. If you don't confirm within 30 seconds, the appointment may be booked by another user.



-Once you click **Book Now** the appointment time is confirmed. To **cancel an appointment**, click the booked appointment space again.

-You will not be able to book an appointment in spots that are blocked or that have already been booked by other users.

-Selecting **My Appointments** will show you your complete interview schedule, and you can use the icons at the bottom of the schedule to save or print.

**\*\* PLEASE NOTE YOUR APPOINTMENT DATE(S) AND TIME(S). No further confirmation of appointments booked online will follow from the teacher or school office. \*\***

**PLEASE REMEMBER!** The schedule **OPENS** for bookings on **THU. OCT. 30<sup>th</sup> at 9:00 AM**. If you try to book an appointment before then, you will see a message that says the date has not been activated. Please try again after the schedule opens.

**Thank you for using School-Day!**