

POSLUNS EDUCATION CENTRE

November 10, 2011 / 13 Cheshvan 5772

Hello Posluns Parents!

It is time for parent teacher conferences. Once again, we are giving parents the opportunity for parents to sign up on-line starting 5:00 PM today. Below are some step-by-step instructions to help you out. If you have difficulty entering the system, or you would rather just book with a real person, please call Jacqui at the office who will book your appointment for you. Please note that electronic sign-up closes at 9:00 PM on Sunday, Nov. 20TH.



To book an appointment:

1. Go to www.ahschools.com
2. Click on the link for registering for Parent-Teacher conferences.
3. Enter the school's master password. If you are unsure of the password, please call Jacqui as we are not allowed to send it by e-mail. Hint: think of the Purim month
4. If you have chosen to "keep your account" at the last set of interviews, simply use your account name and password from the last time to log in. If not, create a new account by choosing a user name and password for yourself. You may now log in by typing in this user name and password.
5. Select the activity you want to do such as making reservations.
6. Click in the box next to the name of all the teachers you need to meet. Where the teacher is available on both conference dates, **make sure you have selected the correct date for your child's class!**
7. Reserve the slots by clicking in the available time slots. **Only one ten minute slot may be selected per teacher.** Please book your child's Hebrew and General Studies appointments in consecutive slots, where possible.
8. Press SAVE to reserve the slots you have selected and press SAVE/DONE when you have finished making all your reservations. Your slots are not yours until you have finished this step.
9. Check the list of your reservations. If you are satisfied you can print your reservations, log out of the system, or you can go back and make changes.

Please only sign up for the correct day for your child's class. If you wish to meet the teacher on the other day and they are in the building, please request this from the teacher

We look forward to seeing you on your visits!