



Landing Trail School

Box 1050, Gibbons, Alberta T0A 1N0
Phone: (780) 923-2898



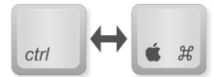
Dear Parents/Guardians,

We are looking forward to Parent/Teacher Interviews on November 20th and November 21st. To facilitate the setup of the schedule, we will be using an online booking program. **This site will be open Monday, November 12th – Monday, November 19th.**

Below, you will find the instructions for logging onto the site. You will know you are on the correct site if you see the school banner across the top. Using this site will make the booking process easier, and more convenient, as you will be able to select the times, rather than being assigned them. There is also an option for the site to send you an email reminder prior to the interview.

School Appointments - Parent Instructions

1. Go to our school appointments web site: <http://landingtrail.schoolappointments.com/>
2. Register for an account by clicking "**REGISTER**" just below the login area filling in the on-line form. Choose a user id and password for yourself and then click the "**Register Now**" button.
3. Add your children into the system by clicking the "**Add a Student**" button. Click "**Insert New**" button to add more children.
4. Click the "**date**" icon beside each child's name to schedule appointments. Select the staff you wish to book appointments with and the "**View Calendars**" button. Use the "**Ctrl**" or "**Command**" key to select multiple staff to view at the same time.
5. Click on available time slots to book your appointments and then click the "**Book Appointments**" button to save your bookings.



Please Note: Although this site is the same as last year, all previous accounts have been cleared. This means that ALL parents will be required to create an account in order to book an interview.

If you have any difficulties with this process, or wish to book an appointment with Mr. Propp or Ms. Burrell, please contact Mrs. Brezinski in the office, at 780-923-2898 for assistance.

Sincerely,

Darryl Propp
Principal
Landing Trail School