



School Appointments - Parent Instructions

Vernon schools will be having Student/Parent/Teacher Conferences on Wednesday, October 23, 2019 from 1:15 pm until 6:30 pm and Thursday, October 24, 2019 from 1:15 pm until 3:15 pm. Students will be dismissed early at 12:40 on both days.

We will once again use an online appointment program. Please follow the instructions below to go online to book your conference time. This will be available for parents from October 4 at 9:00 am until October 21 at 10:00 pm. The link will also be on the Hillview website.

If you are unable to attend on this day or if there are no time slots available, please let your child's teacher know and together you can set up an alternate time.

1. Go to our school appointments web site: <http://Hillview.schoolappointments.com/> the link is also available on our school website.
2. Register for an account by clicking the "**REGISTER**" menu tab and 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.
6. If you have any problems please contact the school at 250-542-5465.

Thank you!