

Accessing Parent Connect Scheduler

Below are steps to assist you with Parent Connect.

Go to our website: <http://www.7oaks.org/school/collicutt/Pages/default.aspx>

- Click on **'Parents'** found on the top right-hand side of the page.
- Click on **'Parent Connect'** (using email address we have on file).
- If it is your first-time visiting Parent Connect, use the "Forgot my password" prompt to receive a temporary password.
- Once in Parent Connect, you will be able to book your conference/interview time with the teacher beginning **Tuesday, August 29th after 9:30 a.m.**
- Click on the "INTRVW" the interview tab at the top of the page. You can setup your conference time and edit your conference time if necessary.
- Select the teacher you want to book a conference time with from the drop down arrow (e.g. Homeroom Teacher, Phys-ed, music teacher).
- If you have more than one child in the division, use the drop down arrow to select the appropriate student you want to schedule the conference for.
- A list of times and dates is displayed on the left hand side of the page. To view more click on "next" found above the displayed times.
- If you wish you can use the print button to print a PDF copy of your conference times.
- If you require assistance with booking your conference time, please contact your child's homeroom teacher.
- If you require a paper copy of your child's report card, contact the office on Tuesday, September 6th at 204-338-7937.