

# INSTRUCTIONS FOR MAKING A COURSE CHANGE APPOINTMENT ON PARENT CONNECT

- Login to Parent Connect
- Select the INTERVIEW TAB
- Select STUDENT (if applicable)

UNCHECK

- **Unclick the box** labeled LIMIT TO WHO TEACHES THIS STUDENT
- Use the pull down to SELECT A TEACHER
- COUNSELLORS and ADMINISTRATORS will appear (select one that works for your time and grade level)

**Grade 9 – Peterson/Kowalchuk**      **Grade 10 – Forbes/Kurbis**  
**Grade 11 – Arruda/Desmarais**      **Grade 12 – Gawlik/Jackson**

USE PULL DOWN

PREVIOUS/NEXT

- To view more time slot and/or date options click on NEXT or try selecting another Counsellor/Administrator
- Click on the SELECT tab when you have found a date and time.

**PLEASE NOTE: If all time slots become full, there will be a sign up in the Guidance area.**