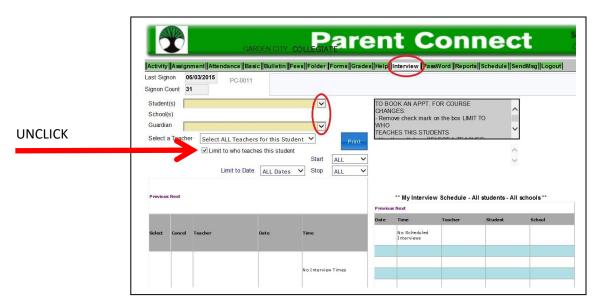
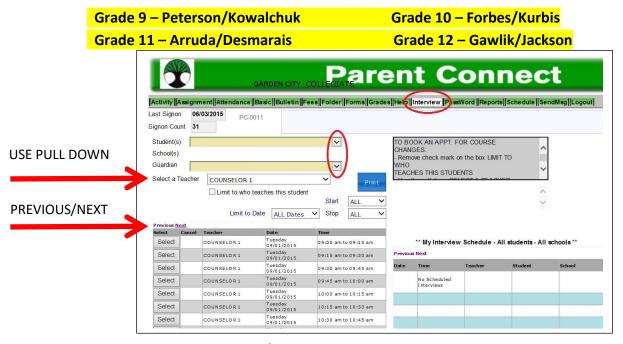
INSTRUCTIONS FOR MAKING A COURSE CHANGE APPOINTMENT ON PARENT CONNECT

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



- 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)



- 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.

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