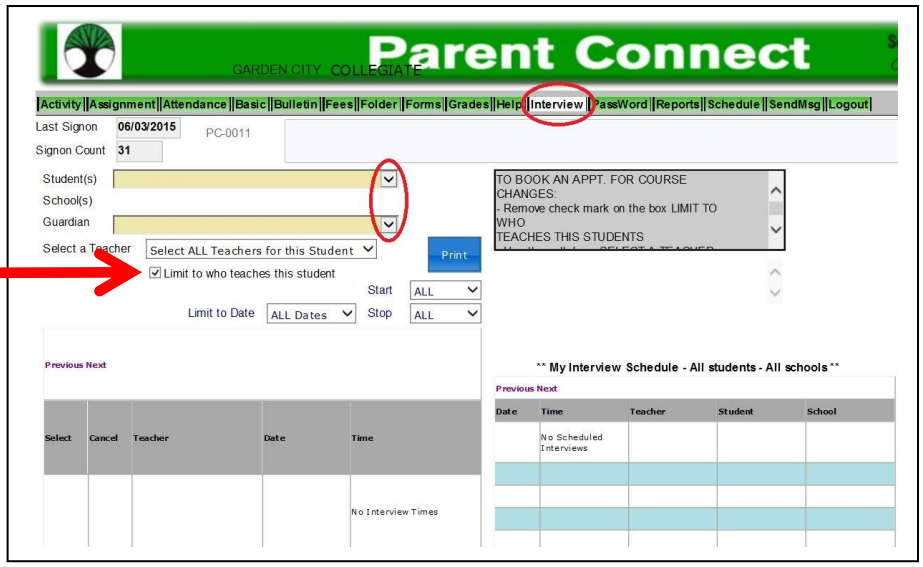
INSTRUCTIONS FOR MAKING A COURSE CHANGE APPOINTMENT ON PARENT CONNECT

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

UNCLICK



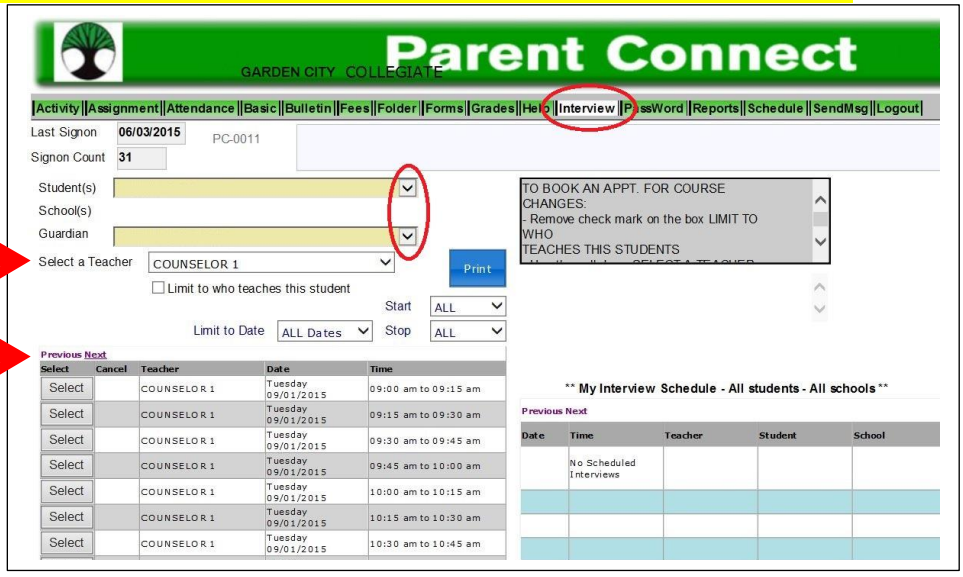
- **Unclick the box** labeled LIMIT TO WHO TEACHES THIS STUDENT
- Use the pull down to SELECT A TEACHER
- COUNSELLORS and ADMINISTRATORS will appear (select one that works for your time and grade level)

Grade 9 – Arruda **Grade 10- Gawlik/Jackson**

Grade 11 - Peterson **Grade 12 –Forbes/Romio**

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

IMPORTANT: **Course change appointments will be done by phone – a Counsellor or Administrator will call you at your appointed time**

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