



SAINT PETER'S PREP

NEW JERSEY'S JESUIT HIGH SCHOOL SINCE 1872

Signup Procedure for Parent/Teacher Conferences

Parent/Teacher Conferences are scheduled for Tuesday, November 25, 2008 from 2:00 until 4:00 PM and 5:00 PM until 7:00 PM. Priority will be given to parents/guardians of those students who are in academic jeopardy with failures or grades below 75. If you do not have internet access and wish to schedule an appointment or if you have difficulty signing up, a computer will be available for your use in the Principal's office during normal school hours. Signups must be done online.

Please follow these steps to schedule your conference(s):

- Go to the website www.mybookingcalendar.com/SaintPetersPreparatorySchool
- Click on "**Sign up**" in upper right hand corner;
- Provide the requested information to receive your password;
- Once you have retrieved your password, sign in;
- At the **Home Page**, select a teacher from the pull-down menu and click GO;
- At the **Appointment Calendar** page, click on the teacher's name to bring you to that teacher's page, displaying the available time slots;
- Choose one of the available time slots and click on it;
- On the next page, schedule your conference by clicking on the appropriate button. You may then print the page for your records. You will also receive an e-mail confirmation at the e-mail account you provided.
- To schedule a conference with another teacher, return to the **Home Page** and select that teacher and repeat the process. You do not have to log out and log in again! Remember to give yourself time to get from one teacher to the next.

To cancel an appointment, log in and click the "Cancel Appointment" button. You will receive an e-mail confirmation of your cancellation.