

## INSTRUCTIONS FOR PARENT TEACHER INTERVIEWS

### PARENTS:

Parents should go to [www.gleneagle.org](http://www.gleneagle.org) and click on the parent teacher interview button. From there they will be directed to the P/T Interview System. Parents must create an account at this time. They can book/change appointments online with teachers.

## Gleneagle PT Interviews Online Signup

Signup and registration will begin October 12th 2017. We recommend you register for this system with an email address other than Shaw. Once registered, you should receive an activation email verifying your correct email address (it may go into junk mail). After you activate by clicking on the activation link, you will then be able to login with the email address and password you registered with earlier and sign up for interviews. Our PT Interviews will be in the afternoon and early evening from 4:00 till 7:00pm on Wednesday, October 18th 2017. Note that interviews will be 10 minutes for each teacher.