



# CITADEL MIDDLE SCHOOL

October 8<sup>th</sup>, 2019

Dear Parents/Guardians,

Our school will be having a 1:50pm dismissal on Wednesday October 23<sup>rd</sup> and Thursday October 24<sup>th</sup> to provide parents with an opportunity to meet with their child's teacher(s). In order to facilitate the scheduling, we will be using an online booking system. Please follow the proceeding instructions to make an appointment. If you have any questions or concerns, please contact the office. Thank you.

## School Appointments Online Booking - Parent Instructions

1. Go to our school appointments web site:

<https://citadelmiddle.schoolappointments.com>

2. Register for an account by clicking the "**Register**" menu tab and filling in the on-line form. Choose a User ID and password for yourself and then click the "**Register Now**" button.
3. Add your child into the system by clicking the "**Add a Student**" button. To add another child, click the "**Insert New**" button.

**\*\*Please note that steps 4 & 5 will be available starting Wednesday October 16<sup>th</sup> at 9:00am\*\***

4. Click the "**date**" icon beside each child's name to schedule appointments. Select the staff you wish to book appointments with the "**View Calendars**" button. Use the "**Ctrl**" or "**Command**" key to select multiple staff to view at the same time.



5. Click on available time slots to book your appointments.