



# PROSPECT HIGH SCHOOL

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October 5, 2021

Dear Parent/Guardian:

**VIRTUAL** Parent-Teacher Conferences are scheduled for **Thursday, October 28, 2021 from 4:00 – 9:00PM**. As in years past, you will be making your appointments online using the “Meet The Teacher” program. This allows you to choose your own appointment times with teachers and Student Services personnel. You will receive an email confirming your appointments.

The online appointment system portal will open at **4:00 PM on Monday, October 11, 2021 through 11:55 PM on Friday, October 22, 2021**. You may access the online scheduling system at any time within this registration window.

Please visit <https://prospecths.meettheteacher.com/>. You will need to have a Parent Portal to set up your Parent-Teacher Conferences. If you currently do not have a Parent Portal, you will be receiving an email this week to establish your account. A short guide on how to add appointments is included with this letter. You will need the following information to schedule your child’s individual conferences:

Parent Full Name  
Parent Email Address  
Student Full Name  
Student Date of Birth

On the evening of the conference, you will log back in to the website <https://prospecths.meettheteacher.com/> where you will see a “**Join Video Appointments**” button. Click that, and you will be brought into your first meeting. You can use a computer, iPad, or smartphone. The video conference time is limited to 8 minutes with a warning countdown clock to keep you on schedule, which will bring you to your next appointment automatically at the end of the 8 minutes.

If you request a translator, please indicate which language in the Comments box.

As always, please feel free to email the staff directly with questions or concerns you may have throughout the year. Email is the quickest way to contact teachers because they do not have access to phones during the school day.

If you have any questions or need assistance, please call Ms. Lari Vazquez (847)718-5211.

Sincerely,

Joyce A. Kim  
Associate Principal for Instruction

# Parents' Guide for Booking Appointments

Browse to <https://prospecths.meettheteacher.com/>



Meet the Teacher

**Your Details**

Title: Mrs, First Name: Rachael, Surname: Abbot

Email: rabbot4@gmail.com, Confirm Email: rabbot4@gmail.com

**Student's Details**

First Name: Ben, Surname: Abbot, Date Of Birth: 20 July 2000

## Step 1: Login

Fill out the details on the page then click the *Log In* button.

A confirmation of your appointments will be sent to the email address you provide.

**September Parents Evening**

This is to allow parents and teachers to discuss progress and will take place on 13th and 14th September. Note that on the 13th there will be sessions available both in-person and via video call.

Click a date to continue

- Monday, 13th September  
In-person & video call  
Open for bookings
- Tuesday, 14th September  
In-person  
Open for bookings

[I'm unable to attend](#)

## Step 2: Select Parent Teacher Conference

Click on the date you wish to book.

Unable to make all of the dates listed? Click *I'm unable to attend*.

**Choose Booking Mode**

Select how you'd like to book your appointments using the option below, and then hit Next.

Automatic  
Automatically book the best possible times based on your availability.

Manual  
Choose the time you would like to see each teacher.

[Next](#)

## Step 3: Select Booking Mode

Choose *Automatic* if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. To pick the times to book with each teacher, choose *Manual*. Then press *Next*.

We recommend choosing the automatic booking mode when browsing on a mobile device.

**Choose Teachers**

Set the earliest and latest times you can attend, select which teachers you'd like to see, and then press the button to continue.

Choose earliest and latest times

14:00 14:36 15:24 16:12 17:00

Your availability: 14:00 - 17:00

## Step 4: Select Availability

Drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

**Choose Teachers**

If there is a teacher you do not wish to see, please untick them before you continue.

Ben Abbot

Mr J Brown (SENCO)  
 Mrs A Wheeler (Class 11A)

[Continue to Book Appointments](#)

## Step 5: Choose Teachers

Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.

**Confirm Appointment Times**

The following appointments have been reserved for two minutes. If you're happy with them, please choose the Accept button at the bottom.

Teacher	Student	Subject	Room
17:10 Mr J Sinclair	Ben	English	E6
17:25 Mrs D Mumford	Ben	Mathematics	M2
17:45 Dr R Michamara	Andrew	French	L4

[Accept Appointments](#) [Cancel Appointments](#)

## Step 6: Book Appointments (Automatic)

If you chose the automatic booking mode, you'll see provisional appointments which are held for 2 minutes. To keep them, choose *Accept* at the bottom left.

If it wasn't possible to book every selected teacher during the times you are able to attend, you can either adjust the teachers you wish to meet with and try again, or switch to manual booking mode.

	Mr J Brown SENCO (A2) Ben	Miss B Patel Class 10E (H3) Andrew	Mrs A Wheeler Class 11A (L1) Ben
16:30		✓	
16:40			
16:50	+		+
17:00			+

## Step 7: Book Appointments

Click any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable.

To change an appointment, delete the original by hovering over the blue box and clicking *Delete*. Then choose an alternate time.

You can optionally leave a message for the teacher to say what you'd like to discuss, or raise anything beforehand.

Once you're finished booking all appointments, at the top of the page in the alert box, press *click here* to finish the booking process.

Parent Teacher Conference			Tuesday, September 14th
2 appointments from 16:15 to 16:30			in-person
Print Amend Bookings Subscribe to Calendar			
This is to allow parents and teachers to discuss progress and will take place on 13th and 14th September. Note that on the 13th there will be sessions available both in-person and via video call.			
Time	Teacher	Student	Subject
16:15	L Jacobs	Robert Bartell	language
5 minute gap			
16:25	P McCartney	Robert Bartell	PE and health
Parent Teacher Conference 3 appointments from 16:00 to 16:30			Monday, September 13th video call
Parent Teacher Conference 2 appointments from 14:30 to 14:40			Monday, September 13th in-person

## Step 8: Finished

All your bookings now appear on the My Bookings page. An email confirmation has been sent and you can also print appointments by pressing *Print*. Click *Subscribe to Calendar* to add these and any future bookings to your calendar.

To change your appointments, click on *Amend Bookings*.