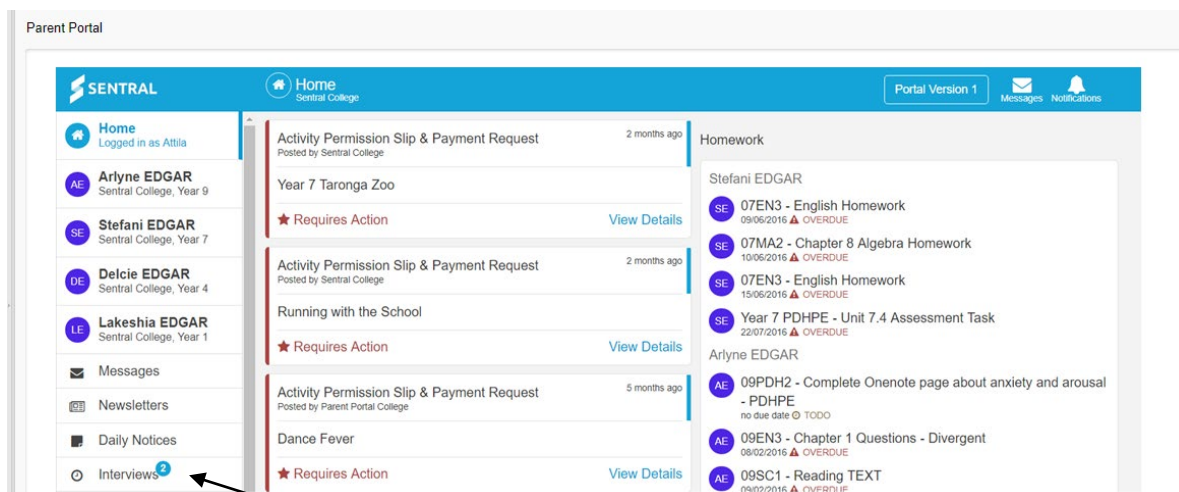


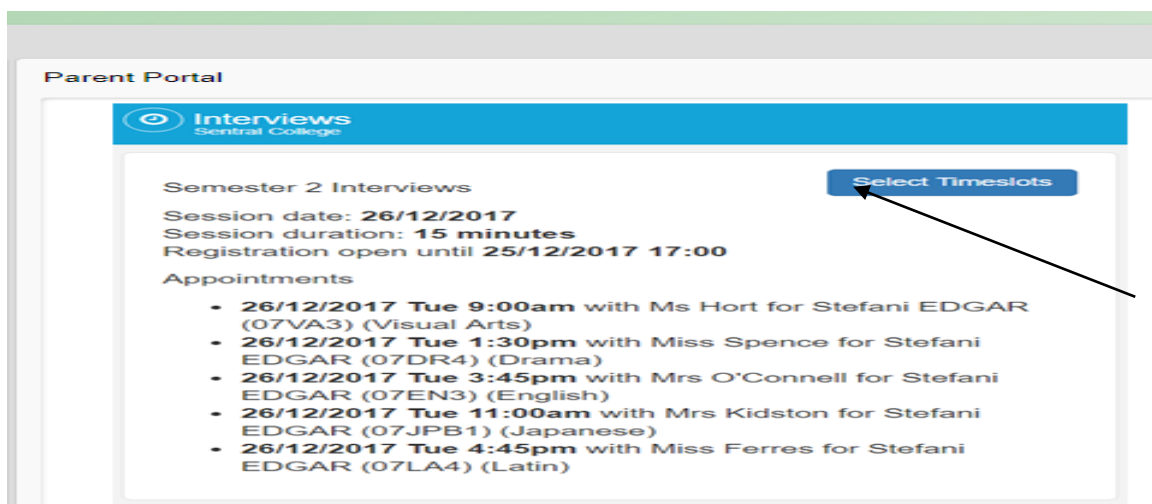
SENTRAL Parent Portal Instructions for booking Parent Teacher Interviews

Using the NEW Parent Portal the screens below show the process for making interview bookings.



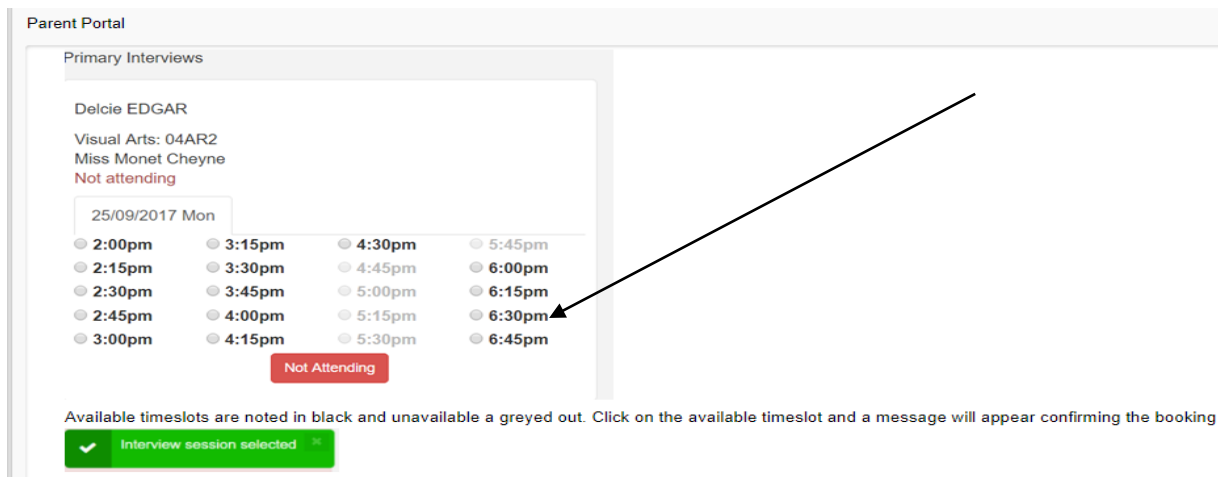
Click on the Interview Icon

The screen will display the current interviews available to the parent for their child/ren.

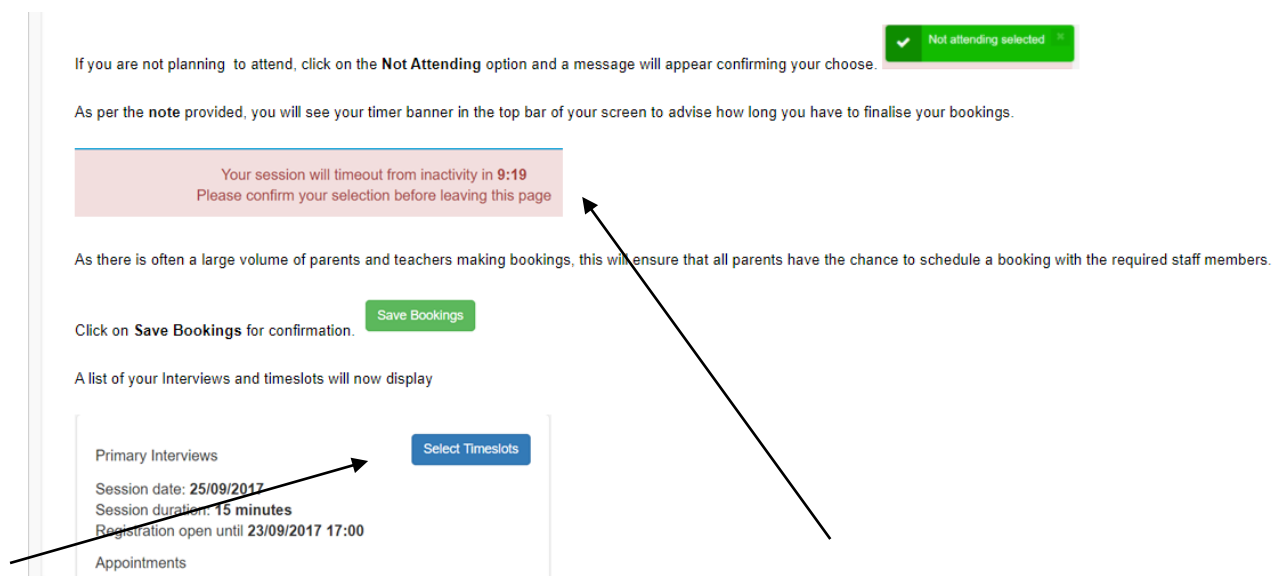


Click on **Timeslots**

Available timeslots are noted in black and unavailable a greyed out. Click on the available timeslot and a message will appear confirming the booking



If you are not planning to attend, click on the **Not Attending** option and a message will appear confirming your choose.



As per the **note** provided, you will see your timer banner in the top bar of your screen to advise how long you have to finalise your bookings.

As there is often a large volume of parents and teachers making bookings, this will ensure that all parents have the chance to schedule a booking with the required staff members.

Click on **Save Bookings** for confirmation.

A list of your Interviews and timeslots will now display

An alternative to the digital Sentral bookings is the paper booking sheet. Students may obtain one of these from their Year Adviser. The sheet must be signed by a parent or carer before any bookings can be made. Students then need to take the sheet to their teachers and teachers will make the bookings for them. Please contact the school if you need assistance.