



## Requesting an Interview with REC Teachers

REC utilises an online service to organise and book Parent / Teacher interviews, this fact sheet will assist you to book an interview with your child's teachers.

1. Click on the following link to access the current round of interviews

<https://bookings.reynellaec.sa.edu.au/pt/parent.php>

2. You will be asked to enter an email address to contact you for these interviews.

Please note: This does **not** update your details with the school or change them in any way.

After entering your email address, click "Next".

**Parent access**

Email:   
For example: john.smith@gmail.com  
This email will be your login identifier each time you revisit this site

3. You will now be asked for your name and a contact number, after entering these, click "Next".

Please note: This does **not** update your details with the school or change them in any way.

**Parent access**

Name:   
[Optional] Enter your first name and surname, for example: John Smith

Contact:   
[Optional] Enter a contact phone number

4. Enter your child's first name, surname and select what year level they are currently in.

**Student registration**

Child's first name:   
Enter your child's first name

Child's surname:   
Enter your child's surname or family name

Child's year level:  Kindy  Yr1  Yr2  Yr3  Yr4  Yr5  Yr6  Yr7  Yr8  Yr9  Yr10  Yr11  Yr12  
Select this child's current year level

5. You will be shown what interview rounds are currently applicable for your student. Click "Book Interviews" on the right hand side to book an interview for that round.

You must now select what teachers you would like to book an interview for, once you select all the teachers you wish to book for, click "Next".

Interviews:

**Select Yr8 Teachers for Interviews**

STAFF,   
test

6. You will be shown a list of time slots for those teachers during this round of interviews.

Interviews: **Select time slots for Student One**

STAFF, test  
Tuesday, 11-Apr-2017

15:00  
15:10  
15:20  
15:30

7. Clicking in one of the green spaces allows you to book the time for your interview with that teacher.

Interviews: **Select time slots for Student One** Save

STAFF, test  
Tuesday, 11-Apr-2017

15:00  
15:10  
15:20  
15:30 Student One

8. After selecting an interview time for each student with each teacher required, click "Save" in the top right.'

You have now selected interview times for each of your students with required teachers. You can now request an email or print your interview schedule.

If you need to change these times in the future, you can go back to the original link, login with the same email/name/contact number and select "Adjust Interviews".

Students: **Name** **Year level** **Dates** Email Schedule Print Schedule

Student One	Yr8	Year 8-12 Parent/Teacher Interviews 11-04-2017 - 11-04-2017	Interviews: 1	Adjust Interviews
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Add child