DATE: Thursday 12th March and Tuesday 17th March 2015

VENUE: Armidale High School Library

TIME: 3.45pm – 6.30pm

Parents are to make bookings online.

1. Log onto www.sobs.com.au
2. Click on Parent/Teacher Interviews Bookings icon.
3. On left hand side click Staff/Parent Access.
4. Keyword Armidale then select Armidale High from list
5. Click Parent Access on the left hand side.
6. Enter your email address.
7. Enter name and contact number.
8. Enter student details.
10. A screen will bring up all your child’s teachers with available times. Select suitable available times. (scroll down for Tuesday)
11. Print or email to yourself the designated times of interviews. Alternatively write them on the list below.

1. Interviews are of 5 minutes duration. Bookings should be at least 10 minutes apart.
2. The online booking will be made available on Monday 2nd March and will close at 2pm 17th March 2015.
3. If you are unable to access the internet to make bookings please have your child see their teachers who will allocate a time and write this down or email parents. Alternatively contact your child’s Year Advisor on 67767466.

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME</th>
<th>SUBJECT</th>
<th>TEACHER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

A map and list of teachers’ names/placement in the library will be placed at the library entrance.

If you have any concern regarding the booking process please contact Mr Tim Vaughan (Head Teacher Administration) on 67767466.