

## PARENT TEACHER INTERVIEWS

Dear Parents/Guardians,

Parent Teacher interviews will be conducted for all years on Tuesday 17/9/2019 from 4 pm to 7 pm and on Wednesday 18/9/2019 from 4 pm to 6 pm. Interviews will be of 10 minutes duration.

For these interviews we are using an online booking system called Parent Teacher On-Line (PTO). Using this system you will be able to book the interview times that suit you best from any computer that has access to the internet. In order to use this system, you will require a PIN. This will be emailed to you once you log on.

Please access the PTO system as follows:

1. Go to the School's website page <http://www.dripstonemiddle.nt.edu.au>
2. Click on Our Parents/Parent Teacher Interviews
3. Click on the link 'Parent Interview Bookings'
2. Click on the 'Obtain PIN/Password' option on the right hand side of the screen
3. Enter your email address (this must match our school records)
4. A message will appear advising whether or not your request has been successful
5. An email will be sent your email address containing your login details.

Please note: the email address entered must match our school records. If a non-matching email address is entered a message will be displayed to that effect and suggest that you contact the school to have your email address entered or updated on our school records.

PTO limits the number of emails sent to one address in a calendar day. If this limit is exceeded the login screen displays a message to that effect.

If you encounter any problems or issues, please contact the school on 8983 7777.

Yours sincerely,



**Amit Kundu**  
**ASSISTANT PRINCIPAL**

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