

**R.H. King Parent-Teacher Conference Information**  
**Thursday March 26, 2020**  
**2:00-3:30 pm and 5:00-7:30 pm**

Dear Parents and Guardians of R.H. King Academy,

We will be holding Parent-Teacher Conferences at the school on Thursday March 26<sup>th</sup>, 2020 from 2:00 - 3:30 pm and 5:00 - 7:30 pm. At that time, you will have the opportunity to meet with teachers at the school to discuss your child's academic progress.

Once again, you will be able to schedule your Parent-Teacher Conferences online. Instructions for scheduling online are given below. If you have access to the Internet at home or at work you may schedule from there. If you do not have Internet access, have your child use this page to schedule your appointments for you using a computer in the school library or call parentinterview toll-free at 1-866-810-0076.

You may schedule appointments online beginning Monday March 9<sup>th</sup> at 9:00 am and continuing until Thursday March 26<sup>th</sup> at 11:00 am. If you decide after this deadline to schedule additional appointments you can do so at the school during the Parent-Teacher Conferences if teachers have additional available time.

***Instructions:***

1. Go to the RHKing-parentinterview scheduling website at the web address below:

**<https://rhking.parentinterview.com>**

2. Enter your child's 9-digit student number and click "Sign In"
3. Fill in your contact information and click "Continue to Make Appointments"
4. Click on the name of a teacher with whom you wish to schedule an appointment
5. Click on "Available" for a time at which you wish to meet with that teacher
6. Repeat Steps 4 and 5 until you have scheduled all the teachers you wish to see
7. Click on "My Schedule" (top left of the page)
8. Print out (or copy down) your schedule and bring it with you

***Additional Information:***

- You may schedule appointments with up to 6 teachers.
- Should you wish to delete an appointment you have made, click on "Delete" beside the meeting you wish to have removed from your schedule.
- If you delete an appointment it will become available to other parents/guardians and you may not be able to reschedule that appointment.
- If you misplace your schedule, use your child's student number to retrieve your schedule from the website at any time.
- If you are having difficulty using the service, please email support@parentinterview.com for help.

We look forward to seeing you on Thursday March 26<sup>th</sup> . . .

The Teachers and Administration of R.H. King Academy