



Horton High School

Parent/Teacher Appointments

To begin, please navigate to <http://hhs.schoolappointments.com>

Parent Registration/Login

You can click on the “Register” tab (this is located below the email and password or you click REGISTER in the red bar at the top of the page) and fill in the registration form to create an account. Please pick a password that is easy for you to remember or write it down as this will be required several times while your child is at Horton. Once you have successfully registered, you can log into the system and register your students by name. You are able to register more than one student; just hit “add student” each time. If you used this system at Horton in the past, you should click Login. Contact [Kay Greene](#) if you need your password reset

To Book Appointments (Bookings for April P/T interviews will start on April 21st.)

Select Teachers

You can schedule appointments for any student that you have added to the system by clicking on the “Appointments” button beside the student’s name. You will then be taken to a page where you can select the teachers with whom you wish to meet. Multiple teachers can be selected by using the “Ctrl” key on a PC keyboard or the “Command” key on a Macintosh keyboard.

Teacher Appointment Calendars

You will be shown the calendars of the selected teachers. It also shows you appointment times that are unavailable for booking. Select appointment times by simply clicking the check boxes or by clicking in the time block beside the check box. Once an appointment time has been selected it will change to green. If no appointments are available or if no available appointments fit your own schedule, click on the *call back* button at the top of the calendar list and the teacher will call you. The teacher will call the number you supplied when you set up your account. .

Appointments Booked Successfully

Once the appointments are booked the screen will display the list of appointments for the student. When you click on the “Return to Home Page” button, you will return to the home page with your students and their appointments listed. You can book additional appointments, or book appointments for another student.

Parents with More Than One Student

If you have more than one student at the school, the teacher appointment calendars will have an additional feature displayed when the second (or third, etc.) student bookings are made. If a sibling has an appointment booked, the student’s name will be displayed for you, thus making it easier to book adjacent appointments. It is not possible to double-book yourself.

Printing Parent Appointment Schedule

From the home page it is possible for you to generate a PDF document with the list of your appointments. By clicking on the “Print Appointments” button a window will pop-up asking what you wish to do with the document. Click “Open” after the download is complete to view the PDF.

Parent Schedule PDF

The generated PDF will list the appointment times, the student and the teacher with whom the appointment is booked.

If you are having difficulties, you may choose to call the school, at 902-542-6071, to book appointments over the phone. Please keep in mind we will be following the same procedures you would do for yourself. We highly recommend that you become familiar with this program as it will be used several times over the course of your student’s time at Horton High School.