

## Forest Lake State High School

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31 March 2017

Dear Parent/Caregiver

### PARENT TEACHER INTERVIEWS

Our school recognises the impact that strong, productive partnerships between parents and teachers can have on student achievement. Parent-Teacher interviews are a key strategy to support students and will be conducted in Term 2 on **Wednesday, 26 April** and **Thursday, 27 April 2017** between **3:00pm and 7.00pm**. Interviews will be **10 minutes duration**.

Appointments will be made using the internet-based booking system Parent Teacher On-Line (PTO). This system enables you to use any internet-connected computer to book the interview times that suit you best.

#### PTO booking Instructions:

- Go to the school's home page [www.forestlakeshs.eq.edu.au](http://www.forestlakeshs.eq.edu.au)
- Go to the Quick Links section and click Parent Teacher Interviews (PTO)
- Register as a parent (you will receive a return email with your login and pin details)
- Enter your student's EQ ID number. Make sure you enter the **10 digits and the letter at the end of the ID code**. This can be found:-
  - on their student ID card under the barcode or
  - on their OneSchool timetable at the top of the page beside the student's name.

After you have logged on and identified your student:-

1. Click "*Check*" – this will bring up your student's classes
2. Type over the student number with the student's first and last name, then click "*add*"
3. Click "*Go to Bookings*" to start make your appointments.

#### Please note

You may notice that not all of your students' classes appear on the PTO screen. This is because one Teacher teaches both or several of your students classes. As such you will be booking one interview to discuss all subjects and only seeing them once.

When you have made all the bookings required, you can print a report. You can also log back on to change your bookings any time until **bookings CLOSE on Monday, 24 April 2017**.

If you experience problems using PTO please contact the school on (07) 3714 2333 from 18 April, when Term 2 resumes.

Yours sincerely

A handwritten signature in black ink that reads 'Denise Kostowski'.

Denise Kostowski  
Principal