



# Horton High School

## Parent/Teacher Appointments

### PARENT INSTRUCTIONS

Step 1	Go to <a href="https://hhs.schoolappointments.com">hhs.schoolappointments.com</a>
Step 2	Click on 'Register' and create your account. Those who have created an account in the past must still re-register, as we periodically clear the users from the system.
Step 3	Add your child(ren) to the system using the 'Add Student' button
Step 4	Click the 'Book Appointments' button, which will be active at 4PM on the day that report cards can be accessed by parents. You will then be able to select your teacher, click on 'View Calendar', and then choose a time slot.
Step 5 (optional)	If the teacher's calendar is full, you can request a phone call from the teacher by clicking on the light green box at the top of the calendar, in the cell directly to the right of the words 'Call Back'.

Please reach out to the school if you need assistance with this process. (902-542-6060)