

Appointment Scheduling for Collection of Technology from Grade 12 and Non-Returning Students

Dear Parents, Guardians and Students of Westdale Secondary School,

We've come to the end of the 2019-2020 academic year, and it's time to collect ipad devices from students who are graduating and for non-returning students.

To facilitate parents and students entering the building in a safe and orderly manner, you are **required to schedule an appointment** through our online scheduling website **before coming to the school**. To schedule your appointment, please follow the instructions below.

Instructions

1. Go to the scheduling webpage at <https://westdale-grad.parentinterview.com/>
 2. Enter your 5 or 6-digit HWDSB student number and click "Sign In"
 3. Fill in your contact information and click "Continue to Make Appointments"
 4. Click on "Gr 12 Appointments"
 5. Click on "Available" for a time at which you wish to attend the school
 6. Click on "My Schedule" (top left of the page)
 7. Print out, email or copy down your appointment time
- Should you wish to delete an appointment you have made, click on "Delete" beside the appointment you wish to have removed from your schedule.

If you misplace your schedule, you may use your Student Number to retrieve your schedule from the website at any time. If you need help using the service, please email support@parentinterview.com

Thank you for your co-operation during this difficult time.

Sincerely,

The Administration of Westdale Secondary School