Miami State High School
Parent/ student/ teacher interviews online bookings

Monday 7 August 2pm to 7.30pm

Instructions for Accessing Online Parent/Student/Teacher Interviews

2. Select Parent Access.
3. School selection – type Miami State High School then select school from right hand side.
4. Click on Parent Access.
5. Accept or decline the disclaimer (if you decline – please call the administration office Ph 5554 0333 after 9.00 am Monday to Friday during term time to make your bookings)
6. Enter your email address then click next.
7. Enter your name then click next.
8. Enter your student’s name and select their current year level from the drop down box. If you have used this system previously for booking, the student’s name and year may be auto filled so please check the year level is correct for this year and change if necessary.
9. If you have more than one student for whom you require interviews – select ‘add child’ and repeat step 8 above.
10. Click on ‘book interviews’.
11. Select all teachers you wish to see – then click next.
12. Select appointment time for each teacher – green slots denote teacher is available. Click on save.
13. You are then given the option to email, print, and adjust the interviews. Also to book interviews for any additional students.
14. If a teacher is not available at a time to suit you scroll to the bottom of the page, click on the teacher’s name to email a request for an alternate day. The teacher will then contact you.

NOTE: Interviews are 10 minutes duration

Please do not hesitate to contact the school on 5554 0333 if you experience difficulty with the above process.