

Parent Evening Appointment Sheets in School Data Analyser

Appointment sheets for parent evenings can be created in **School Data Analyser**.
From the **Main Menu** screen, click **Mentoring** and then **Parent Meeting Appointments**.

School Data Analyser

Mendip Heights Community School

LOCAL Data

Logged on: ACT

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Parents Meeting Appointments

Y11 References

Counsellor Referrals

A new form opens. If necessary, click the **Next** button to select the parents evening required

Parents Meeting Appointments - Mr C RIDDINGTON

Use this form to create appointments for Parents Meetings and to record attendance/phone contacts/comments

Teacher: CR

Meeting Type: Y7 Subject Evening

Year: 7

Date: Wed 10 December 2014

Default Start Time: 16:00

Default End Time: 19:15

Appointment Length (mins): 5

Click to create a blank appointments sheet

Make Appointments Sheet

Select Parents Meeting

First Previous 42/46 Next Last

Available	Time	Student	Parent	Phone	Attended	Phone Call	Comments	School e-mail
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At first the form is blank. Click **Make Appointments Sheet** to create appointment slots. This may take up to a minute. The default time is for 5 minute appointments.

Parents Meeting Appointments - Mr C RIDDINGTON

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Teacher: CR

Meeting Type: Y7 Subject Evening

Year: 7

Date: Wed 10 December 2014

Default Start Time: 16:00

Default End Time: 19:15

Appointment Length (mins): 5

NOTE: Additional slots are available at the start / end of the session if required. Tick the checkbox to make these available. 'Untick' times on review day for breaks.

Select Parents Meeting

First Previous 42/46 Next Last

1. Click a time to make a student appointment.
2. Double click a student's name to remove the appointment
3. Double click a parent's name to enter a comment

Available	Time	Student	Parent	Phone	Attended	Phone Call	Comments	School e-mail
<input type="checkbox"/>	16:00				<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	16:05				<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	16:30				<input type="checkbox"/>	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	16:35				<input type="checkbox"/>	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	16:40				<input type="checkbox"/>	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	16:45				<input type="checkbox"/>	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	16:50				<input type="checkbox"/>	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	16:55				<input type="checkbox"/>	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	17:00				<input type="checkbox"/>	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	17:05				<input type="checkbox"/>	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	17:10				<input type="checkbox"/>	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	17:15				<input type="checkbox"/>	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	17:20				<input type="checkbox"/>	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	17:25				<input type="checkbox"/>	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	17:30				<input type="checkbox"/>	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	17:35				<input type="checkbox"/>	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	17:40				<input type="checkbox"/>	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	17:45				<input type="checkbox"/>	<input type="checkbox"/>		

Some time slots are unavailable as they are before/after the designated parents evening times. Click the **Available** tick box if you wish to use one or more of these times.

To add a student / parent appointment - click a time on the Appointments Sheet.
The **Select Student** form opens. Select the student and parent required then click OK

Select a Student

Select a student by typing the first few letters of the student's surname (or forename) then press the return key

Surname: ALLSWORTH 13182

Forename:

Select the student from the list. A list of parents is displayed.

ALLSWORTH	Yazmin	7PN
Photo not available		

Select the parent from the list and then click 'OK'

Mrs Y Bishop	Mother	01724 613182
Mr R Hurman	Father	07912 613182
N Bishop	Grandparent	01724 613182

OK Cancel

Available	Time	Student	Parent	Phone	Attended	Phone Call	Comments	School e-mail
<input checked="" type="checkbox"/>	18:00	Stephen CAMPBELL BEN	Mr and Mrs Carr	01724 612570	<input type="checkbox"/>	<input type="checkbox"/>		12570@mendiheights.sch.uk
<input checked="" type="checkbox"/>	18:05				<input type="checkbox"/>	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	18:05				<input type="checkbox"/>	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	18:10				<input type="checkbox"/>	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	18:10				<input type="checkbox"/>	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	18:15				<input type="checkbox"/>	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	18:15				<input type="checkbox"/>	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	18:20				<input type="checkbox"/>	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	18:20	Bethany BAKER BMS	Mrs C Counsell	01724 612868	<input type="checkbox"/>	<input type="checkbox"/>		12868@mendiheights.sch.uk
<input checked="" type="checkbox"/>	18:25				<input type="checkbox"/>	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	18:25				<input type="checkbox"/>	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	18:30				<input type="checkbox"/>	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	18:30				<input type="checkbox"/>	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	18:35				<input type="checkbox"/>	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	18:35				<input type="checkbox"/>	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	18:40				<input type="checkbox"/>	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	18:40				<input type="checkbox"/>	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	18:45				<input type="checkbox"/>	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	18:45				<input type="checkbox"/>	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	18:50				<input type="checkbox"/>	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	18:50				<input type="checkbox"/>	<input type="checkbox"/>		

Click the Attended or Phone Call checkboxes to indicate contact made with parent(s)

The student, parent & contact phone number are added to the form.

To clear an appointment, double click a student's name.

Click **Print Appointments** to get a printed report for the parents evening.

Click **Email Appointments** to send an email with the appointment times to each student listed.

NOTE:

You can just print the blank sheet if you prefer not to make appointments electronically.