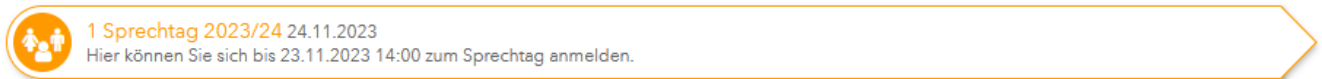# Booking an Appointment for Parent-Teacher Conference

The appointments for the parent-teacher conference on **24th November 2023** can be booked through the electronic class book WebUntis. If you would like to take the opportunity of this event, please make sure that you can access WebUntis through your child's account.

You can sign up for parent-teacher conference and book appointments as of **Monday, 20th November 2023 at 7 p.m**.

Once you've signed into WebUntis, please click on the following button:

A list of all the teachers in the school will appear. If you go to **"Relevante Lehrer" (relevant teachers)**, you will see the teachers your child has. You can then choose a time slot in **"Termine wählen" (choose an appointment)** by clicking on the preferred time slot in a specific teacher's column.

If a teacher wants to talk to you specifically, you will have received an invitation. In this case the teacher's field will be orange and either have a speech bubble or an exclamation mark in it.

Complete your registration with the **"Fertig" (finished)** button on the bottom left-hand side of your screen.

You can print your appointments with the button on the top right-hand side of your screen.

	Termine herunterladen und ausdrucken		
Zeit	**Lehrer**	**Fach**	**Raum**