How to book your Parent/Teacher Communication Evenings

1. Log onto sobs.com.au

2. Click on Parent Access

3. Type Coombabah State High School

4. Type in your email address

5. Enter your name and contact details

6. Enter your child’s full name and select year level from the drop down menu
7. If your child’s name already appears in this list, check the year level and adjust this as necessary by clicking the arrows.

8. Click on the Book Interviews or Adjust Interviews button to book or change your interviews.

9. Select all teachers you require interviews with by ticking the boxes.

10. Scroll and select available slots with each staff member. The green slots are available. Grey slots are unavailable. As you click a green slot it will turn pink and your child’s name will appear in that time. You will only be able to book once with each teacher, and only once in each time slot. Ideally you want to select interview slots that are chronological so that you can move from one interview to the next without having to wait around. Once you have selected your interview slots click the ‘Save’ button.

If you change your mind click the pink slot and it will revert to green allowing you to choose a different time slot.

Once saved you will have the option of emailing or printing your interview booking times. If you select the email option the schedule is sent to the email address you initially entered.