



PARENT / TEACHER / STUDENT CONFERENCES

Wednesday, November 5th – 5:00 to 8:00 pm

Thursday, November 6th – 5:00 to 8:00 pm

Process for Parent/Teacher/Student Conferences

Parent/Teacher/Student Conferences will be held on Wednesday, November 5th and Thursday, November 6th from 5:00 pm until 8:00 pm. We will be using an online booking system to book conferences. Please go to <http://www.schoolinterviews.ca/>, enter the school code **5K9NH** and follow the screen prompts. You will need to enter an e-mail address to receive confirmation of your conferences.

Note: You may begin booking conferences on Wednesday, October 29th at 9:00 am. At this time you will be able to book conferences for both evenings. You will not be allowed to schedule any conferences before that time.

You will need to enter your son's/daughter's name, the class, and teacher with which you would like to schedule a conference. **You are limited to one conference time per teacher. Each conference is 10 minutes in length. If your son/daughter has a particular teacher for more than one subject, please just book one 10 minute time slot. If you need more time with a teacher, please arrange a separate meeting or phone call.** Please do not schedule your conferences "back-to-back". Instead, allow 10 minutes between conferences. This provides "transition time" as you travel from one classroom to another and allows the conferences to stay on schedule. For example, if you book one conference at 5:20 pm, please do not book your next conference until 5:40 pm. Once your conference is finished at 5:30, you will have the necessary time to proceed to the next conference.

We suggest you arrive 10-15 minutes prior to your first conference so that you can see which rooms you will be going to for all of your conferences. We will have a school map and students to help you find the correct room. Most teachers will be having conferences in their classrooms, while others may be in the library or gymnasium. The 'room number' will be listed in your confirmation email.

If you do not have access to a computer, please call the school office at 780-922-2228 and we can help you with your booking.

Sincerely,

Rod Leatherdale
Assistant Principal