

PARENT TEACHER CONFERENCE

Thursday, December 13, 2018 (5:00-8:00 pm in the Gym)

Parents and Guardians wanting to meet with teachers will be making their own appointments ONLINE and should register for Parent-Teacher Conferences at <http://killamey.schoolappointments.com> and follow the registration/login information below. Conference appointments will be a maximum of 7 minutes each and you will be able to schedule up to 8 appointments per student. Interpreters are available. **You can also book them on-line simultaneously when you make an appointment with a teacher.**

Appointment Scheduling dates:

Thursday, December 6 (3pm) to Thursday, December 13, 2018 (9am)

School Appointments - Parent Instructions

1. Go to our school appointments web site for your school.
2. Register for an account by clicking the "**REGISTER**" menu tab and filling in the on-line form. Choose a user id and password for yourself and then click the "**Register Now**" button.
3. Add your children into the system by clicking the "**Add a Student**" button. Click "**Insert New**" button to add more children.
4. Click the "**date**" icon beside each child's name to schedule appointments. Select the staff you wish to book appointments with and the "**View Calendars**" button. Use the "**Ctrl**" or "**Command**" key to select multiple staff to view at the same time.
5. Click on available time slots to book your appointments to make your bookings.



ADJUSTED BELL SCHEDULE FOR THE EARLY DISMISSAL ON THURSDAY, DECEMBER 13, 2018 (Day 2)

Tutorial Time	8:40—9:00
Period 1 (2-3)	9:00—10:05
Break	10:05—10:20
Period 2 (2-4)	10:20—11:23
Announcements	11:23—11:25
Lunch	11:25—12:10
Period 3 (2-1)	12:10—1:04
Travel Time	1:04—1:09
Period 4 (2-2)	1:09—2:03

NOTE:

If you decide to cancel an appointment you **MUST** click the "red X spot" beside the appropriate appointment.

Print out or make note of your own schedule of appointments from the website as students will not be bringing home Parent-Teacher interview schedules from the school.