

You are invited to attend a 30 minute student-led conference for your child(ren) on one of the following dates:

Wednesday, February 18th – from 2:15 pm to 3:45 pm (last appointment time for booking)

Thursday, February 19th from 2:15 pm to 5:45 pm (last appointment time for booking)

Parent Connect will be open for booking Parent-Teacher Conferences after 1:00 pm on **Tuesday, February 10th** and will close at 1:00 pm on Tuesday, February 17th

HOW TO BOOK YOUR APPOINTMENTS

1. Sign in to your Parent Connect account

<https://cimsweb.deltasd.bc.ca/schoolconnect/parentsignore.aspx>

You can access Parent Connect by either using your child's PEN or by your Email address

2. Select the '**intrvw**' tab at the top of the screen (Parent Interview Schedule)
3. Select the child for which you want to schedule appointments (if there is more than one child in the family, use the drop down selection box to select the appropriate child – password should be the same for each child to be able to do this)
4. Select the Homeroom Teacher ID in the **Select a Teacher** field. The available schedule will be displayed in date/time order making it easy to scroll down through the list and select the best available time. The selection will be moved to the panel on the right.

If you select a specific Teacher, or a specific date, or a specific time range, and the system does not display any time slots, then that means there are no appointments available for the Teacher for that date and for those times.

5. If you want to cancel an appointment immediately after you selected it, just click on the 'cancel' button. If you want to cancel an appointment after you either moved on to the next child or left the program, go back and select the appropriate student and teacher and click on the 'cancel' button for the selected appointment. Your appointment will be cancelled and removed from the list on the right.
6. Print a hard copy of your interview schedule once you have made all your appointments and bring this schedule with you to the school. The interview schedule will indicate where each teacher is located in the school.

Forgot your Password:

If you have never signed on before and do not know your password, or you have already been on the system and just forgot your password, you can ask the system to email you the password. Passwords are sent to the parent email addresses defined on the child's student record. To have the password emailed to you, click on the "Forgot My Password" link next to the Password box. If you do not receive your password, please check with the school office to ensure that we have the same email that you are using on file.