

Annieville Elementary School

9240 112th Street, Delta, BC V4C 4X8

Phone: 604-588-1204 Fax: 604-588-1206 <http://an.deltasd.bc.ca/>



Parent Teacher Conferences – Wednesday Oct. 10th and Thursday, Oct. 11th, 2018

**** IMPORTANT ****

*Conference times are **10 MINUTES** each. Please respect your 10 minute time frame in order to make the conference schedule work for everyone.*

INSTRUCTIONS FOR BOOKING YOUR APPOINTMENTS

The booking program “opens” at 10:00 a.m. on Tuesday Oct. 2nd, 2018

1. Sign in to your Parent Connect account on the internet at:
<https://cimsweb.deltasd.bc.ca/schoolconnect/parentsignore.aspx>
2. Select the “Interview” tab at the top of the screen (Parent Interview Schedule)
3. Select the child for which you want to schedule an appointment (if there is more than one child in your family, use the drop down selection box to select your next child).
4. Select your child’s teacher in the Select a Teacher field. Available times will be displayed in date/time order making it easy to scroll down through the list. Select the available time that works best for you. Your 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. Please note: Learning Support Teachers, Ms. Pixley, Ms. Cadieux and Ms. Ramsay will attend conferences booked with students they support, whenever possible.
7. 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.

If you require any assistance please contact the school office.