

Dear Parent(s) and/or Guardian(s),

Fall **Learning Conferences** are approaching! The date is **Tuesday October 29, 2024**. Conferences will last 5 minutes each and be divided into two sessions: **2:00pm – 4:00pm** and **6:00pm – 8:00pm**. Meetings will be held in teacher's classrooms.

Seycove will be using the online appointment-booking system as it allows parents or guardians to select their own appointments and book them online. Please note this is a "first-come-first-served" system and appointment slots fill up very quickly.

Talk with your student(s) about who their teachers are or have the student schedule on hand when making the appointments. You can also log into myed to check your student's schedule to find out teacher's names. Please ensure you use your students' names when booking appointments so teachers are aware of who they are meeting.

Below are the steps you will need to follow in order to book appointments. **Complete the first 4 steps to set up your user profile NOW** so that when the booking window opens you are ready to book appointments. Steps 5 to 9 will be available when the booking window opens at 6:00pm on Wednesday, October 16, 2024.

*****Steps 1 - 4 (below) complete NOW.**

Proceed to the following website: <https://seycove.schoolappointments.com>

1. First step - create a profile, "**Click Here to Register**" at the bottom of Login Box on the right
2. Fill in your information and select your User Id and Password.
3. Once you create a user profile for your family, this will register you and your student. You can now add your student(s) using "Manage Students".
4. If you have more than one student attending Seycove, click on the "insert new" button. You will be able to login and out using your User ID, Password.

You are now ready to make your appointments as soon as the booking window opens. To prepare to book appointments **make sure you know the names of the teachers you wish to see** as well as the class they teach your child. You may also consider the priority of whom you wish to request as the first window will be limited (see next page for details).

*****Step 5 (below) begins Wednesday, October 16, at 6:00pm*****

Please note the following important details in relation to booking times...

- The first booking window will be available from **Wednesday, October 16, at 6:00pm to Wednesday, October 23, at 11:55pm**. A second Booking Window will open at noon October 25-28, closing at noon on the 28th.
- **No appointments can be accepted after the window closes.**
- View bookings at any time up until the Conference Day.
- If you are unable to book with a teacher please reach out to them to set up a time to talk at a later date. Often, questions can be answered by email or phone.

5. Once the booking window opens, you may create appointments by signing into your account and clicking on the "Manage Students" button. Click on the button listed to the right of your child's name. You may make up to 3 appointments per child in the first window.



6. To book an appointment, scroll through the staff list and click on each name. You can do this individually or you may hold the “ctrl” key to click multiple staff members. Each teacher schedule will appear, and you can select the time you wish to book. Repeat the same instructions if you have a second (or more) child. If you do not see the teacher – they may not be available for the session.

7. If you are **unable** to book a teacher that you wished to see during the booking windows or are unable to attend Learning Conferences on **Tuesday, October 29**, you may request a “call back” about your student(s). The “call back” button is located at the top of the teacher schedule. “Call back” is the term the system uses and the teacher will determine how they respond.

8. When your appointments are booked, the screen will display a list of all appointments for each student.

9. When you are done scheduling and viewing appointments, simply “logout” of the session, this will automatically save your bookings. A general reminder will be sent to all parents prior to the Conferences.

If you are having difficulties with any aspect of this system, please try the “help” button and see “Instruction guide for parents”. Keep in mind - teachers of academic classes in particular experience a high volume of requests. Parents and teachers are always able to set up other times outside of formal sessions. To contact any teacher at any point in the year please Phone, E-mail or MS Teams directly with them.

If you have any questions or need help with this process call Jennifer Eyton, 604-903 3666 or email jeyton@sd44.ca for support.

We look forward to seeing you at Seycove on October 29.

Kind Regards,



Paul Ruben
Vice Principal
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