


Carson Graham Secondary


Learning Conferences (Parent-Teacher Interviews) – November 2025

Dear Parents/Guardians,

Learning Conferences are coming up soon!

 Date: Thursday, November 6, 2025

 Times: 2:00–4:00 pm and 6:00–8:00 pm

 Location: Teacher classrooms or the gym

 Length: Each interview will last 5 minutes

Booking Your Appointment

This year, interviews will be booked online through our appointment system.

 Website: <http://cgs.schoolappointments.com>

Important: Spots fill quickly. Book as soon as the system opens.

Step 1: Create Your Account

- Go to the website above (or use the link on the Carson website).
- Click “Click Here to Register” at the bottom of the login box.
- School Access Code: cgs (case-sensitive).
- Enter your information, create a User ID and Password.

Step 2: Add Your Child(ren)

- Log in and use “Manage Students” to add your child(ren).
- If you have more than one student at Carson, click “Insert New” to add more.

Step 3: Be Ready to Book

- Know the names of the teachers you’d like to meet.
- Decide which teachers are your priority.
- Complete Steps 1–3 now so you’re ready when booking opens.

Booking Windows

- **First Window:**
Opens **Wednesday, October 22 at 8:00 am**
Closes **Tuesday, October 28 at 11:59 pm**
→ Parents may book up to **3 interviews per child**.

- **Second Window:**

Opens **Wednesday, October 29 at 8:00 am**

Closes **Wednesday, November 5 at 8:00 am**

→ Parents may add up to **7 more interviews per child** (if available).

 No appointments will be accepted after **November 5 at 8:00 am**.

How to Book

- Sign in and click “Manage Students” → select Parent-Teacher Interviews.
- Choose your child’s teachers from the list.
- Select times from the available schedule.
- A confirmation screen will show all your appointments.
- You’ll also receive a reminder email the day before conferences.

Meeting with Counsellors:

- To book with your child’s counsellor, email them directly (contacts on the Carson website). Drop-in spots may also be available.
- Help Needed? Use the online Help button or contact the Carson main office.

 **Tip:** Complete your account setup before October 22 so you can book right away when the system opens.