



École Larson Elementary

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www.sd44.ca/school/larson

Parent-Teacher Conferences have been scheduled for next week, March 3 – 7, 2025.

There will be early dismissal at 1:51pm on March 3 and 5 to accommodate the meetings.

Please follow the instructions below to set up your appointment:

1. Visit our school appointments website larson.schoolappointments.com.
2. Log into your existing account or register for a new account.
3. Register for an account by clicking the **"REGISTER"** menu tab and filling in the online form. Choose a user id and password for yourself and then click the **"Register Now"** button.
4. Add your child(ren) into the system by clicking the **"Add a Student"** button. Click the **"Insert New"** button to add more children.
5. Click the "date" icon beside each child's name to schedule appointments.
6. Select the staff you wish to book appointments with.
7. Select View All. Click on View Calendars. Scroll through the calendars to find available time slots. Open slots are indicated in white.
8. Click on available time slots to book your appointment.

The booking system will open tomorrow, Wednesday, February 26 at 6:00am and will close at midnight on Sunday, March 2.

If you have any questions, please reach out to your classroom teacher.

Kind regards,

Larson Elementary