



SUTHERLAND SECONDARY SCHOOL

1860 Sutherland Avenue, North Vancouver, BC V7L 4C2 Telephone 604-903-3500

September 22nd, 2023

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

The autumn session of **Parent-Teacher-Student Learning Conferences** is approaching! The event date is **Thursday October 12th, 2023**. Conferences will last 5 minutes each. The evening will be divided into two sessions: **2:15pm – 4:15pm** and **6:00pm – 8:00pm**. Meetings will be held in classrooms or other identified spaces if teachers share classrooms.

Sutherland will be using the same online appointment-booking system for PTLCs as was used in previous school years. This online system allows parents or guardians flexibility to select their own appointments and book them online. Please note this is a “first-come-first-served” system and appointment slots can fill up very quickly.

It is important that you talk with your students about who their teachers are or have the student schedule on hand when making the appointments. If you are interested in booking appointments, take note of the opening booking times and act quickly! 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. **We suggest you 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. The following steps will be available when the booking window opens at 7:00am on October 3, 2022.

*****Steps 1 - 4 (below) can be completed NOW.**

(1.) Proceed to the following website: <http://sutherland.schoolappointments.com>

- First step - create a profile, “**Click Here to Register**” at the bottom of Login Box on the right
- The school access code is “**Suth**” (*It’s case-sensitive - so upper case “S” and lowercase “uth”*)
- Fill in your information and select your User Id and Password

(2.) Once you create a user profile for your family, this will register you and your child. You can now add your child(ren) using “Manage Students”. If you have more than one child attending Sutherland, click on the “insert new” button.

(3.) You will be able to login and out using your User ID, Password. If the system ever asks for a Login code always use “**Suth**”.

(4.) You are now ready to make your appointments as soon as the booking window opens. To prepare to book appointments **make sure that 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).



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*****Step 5 (below) begins Tuesday, October 3rd, at 7:00am*****

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

- The **booking window** will be available from **Tuesday, October 3rd at 7:00am to Monday, October 9th at 10:00pm.**
- **No appointments will be accepted after the window closes on Monday, October 9th at 10:00pm.** Parents/Guardians will be able to view their bookings at any time up until the Conference Day.
- If you are unable to book with a teacher you would like to speak to, please reach out to them to set up a time outside of the formal sessions. Often, questions can also be answered by email or phone.

- (5.) Once each 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 two 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 **Thursday, October 12th**, you may request a “call back” for your child/children. The “call back” button is located at the top of the teacher schedule. “Call back” is the term the system uses but this is likely NOT a phone call. It is simply an indicator to the teacher that you were unable to book a time and that you would appreciate some follow-up.

Keep in mind - teachers of academic classes in particular experience high volume requests, so your patience is appreciated. Parents and teachers are always able to set up other times outside of formal sessions. E-mail or MS Teams often works best.

- (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



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to the Conferences.

- (10.)** If you are having difficulties with any aspect of this system, please try the “help” button and see “Instruction guide for parents” or contact Shannon Smart (ssmart@sd44.ca) at the school via email.

We look forward to seeing you at Sutherland on the 12th! Please don't hesitate to reach out if you have any questions.

Sincerely,

Shannon Smart (she/her)
Vice-Principal
Sutherland Secondary School



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