



October 4th, 2021

Greetings Seycove Families,

Seycove's Fall Parent Teacher Conferences are fast approaching. The event date is **Thursday, October 14th**. The two session times for the conferences are **2:00 – 4:00pm** and **6:00 – 8:00pm**. Conferences will take place in Seycove classrooms and will last 5 minutes each.

Seycove will be using the same online appointment booking system to manage the event as before Covid. This online system allows parents the most flexibility to select their own appointments and book them online. **Please note that the system is a “first-come-first-serve” system and appointment slots will fill up quickly.** It is also important that parents talk with their students about who their teachers are or parents have their child's schedule handy when making appointments.

Below are the steps you will need to follow in order to book appointments for your child(ren). We suggest you complete the first 3 steps to set up or update your user profile NOW, so that when the booking window opens you are immediately ready to book appointments.

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

2. Create a profile (you can do this now, prior to the booking window opening tomorrow)

- First step - create a profile, “**Click Here to Register**” at the very bottom of the Login Box on the right
- The school access code is “**Seycove**” (*case-sensitive*)
- Fill in your information and select your User Id and Password
- The login code is also “**Seycove**”
- Once you create a user profile for your family, this will register you and your child. You can now add your child / children using “Manage Students”. If you have more than one child attending Seycove, click on the “insert new” button.
- You will be able to log in and out using your User Id, Password, and Login code “Seycove”

3. 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.

- **Booking window will open Tuesday October 5th at 9:00am**
- **The window will close Monday October 11th at 11:00pm**
- No appointments will be accepted after this window closes. Parent/Guardians will be able to view their bookings at any time up until the Conference day and will receive a reminder email.

4. 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.

5. 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 child. If you do not see the teacher they may not be available for the session.



6. If you are **unable** to book a teacher that you wished to see during the booking windows or are unable to attend Parent Teacher Conferences on **Thursday, October 14th**, you may request a “call back” for your child/children and the teacher will contact you. The “call back” button is located at the top of the teacher schedule. The term “call back” is the online term – for our use this may mean any form of communication (email often works best). Keep in mind - teachers of academic classes in particular experience a high volume of requests, so your patience is appreciated.
7. When your appointments are booked, the screen will display a list of all appointments for each student.
8. When you are done scheduling and viewing appointments, simply “logout” of the session, this will automatically save your bookings. An email reminder will be sent one day prior to the Conferences.
9. If you are having difficulties with any aspect of this system, please try the “help” button and see “Instruction guide for parents” or contact the school. You can also email Jen Eyton at Seycove jeyton@sd44.ca if you need further assistance.

Please note, all visitors to the building will be required to complete a daily health check and sign in using our school’s QR code upon entry. All visitors to Seycove must wear a mask at all times while in our building. We are looking forward to seeing you at the Fall Parent Teacher Conference sessions!

We are delighted to invite you back into the building for these sessions and hope you will be able to join us.

Thank you,

Caren Hall

Vice-Principal, Seycove Secondary School