



Sutherland Secondary School

1860 Sutherland Avenue, North Vancouver, British Columbia V7L 4C2 Tel: 604 903-3500 Fax: 604 903-3501

October 12, 2017

Dear Parents/Guardians,

Parent-Teacher Interviews are rapidly approaching. The Fall event date is **Thursday, October 26th**. The two session times for the conferences are **2pm – 4pm** and **6pm – 8pm**. Conferences will take place in the large gym and will last 5 minutes.

Sutherland will be using a new online appointment booking system to manage Parent-Teacher Interviews. 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. If you are interested in booking appointments, take note of the opening booking time and act fast!

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 your user profile now, so that when the booking window opens you are immediately ready to book appointments.

1. Proceed to the following website: <https://sutherland.schoolappointments.com/>
2. Click on the **“Register”** tab and fill in the registration form to create an account. All fields are required on the parent registration form to create an account.
3. Once successfully registered, login and add your children into the system by clicking the **"Add a Student"** button. Click **"Insert New"** button to add more children.

You are now ready to make your appointments as soon as the booking window opens on **Monday, October 16th at 6pm.**

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 see.

***** It is recommended for parents to complete the above steps 1 - 3 prior to the day of registration. Step 4 begins Monday, October 16th at 6pm *****

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


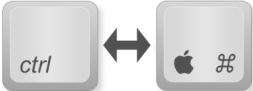
- The **booking window** will be available from **Monday October 16th at 6:00 pm to Sunday, October 22nd at 11pm.**
- No appointments will be accepted after this window closes on Sunday, October 22nd. Parents will be able to view their bookings at any time up until PTIs.



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Step 4 begins Monday, October 16th at 6pm

- Once the booking window opens, you may create appointments by signing into your account and clicking on the “**Manage Students**” button. Click the “**date**” icon beside each child's name to schedule appointments. 
- Select the staff you wish to book appointments with and the “**View Calendars**” button. You can select staff individually or you may hold the “ctrl” key to select multiple staff members. Each teacher’s schedule will appear and you can select the time you wish to book. Repeat the same instructions if you have a second child. Click on available time slots to book your appointments and then click the “**Book Appointments**” button to save your bookings. 
- If you are **unable** to book a teacher that you wished to see during the second booking window or are unable to attend PTIs on Thursday October 26th, 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 name – for our use this may mean any form of communication (email often works best). Keep in mind that teachers of academic classes in particular experience high volume requests, so your patience is appreciated.
- When your appointments are booked, the screen will display a list of all appointments for each student. You can click on the “Print Appointments” button and save or print a PDF document of your appointments.
- 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. If you are having difficulties with any aspect of this system, please see the attached Parent Instructions with screenshots, or contact the office at 604-903-3500.

Sincerely,

Sutherland Administration