

Meet the Teacher Night / Wednesday, April 24th from 6 – 8pm: We are pleased to share we will be hosting a **'Meet the Teacher Night'** on Wednesday, April 24th from 6 – 8 pm. We encourage parents to attend as this is an opportunity to inquire about your child's progress and to connect with your child's respective teachers. Interviews will be 10 minutes in length and will be in -person. To book an interview, please see the instructions below. Please note, timeslots are limited so families are encouraged to book their interviews as soon as possible.

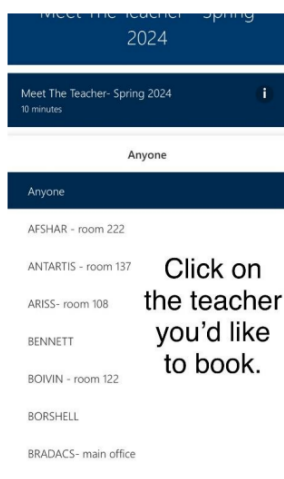
How to Book a 'Meet the Teacher' Interview:

1. Access your child's timetable via your parent portal to identify specific teachers you want to schedule and reserve an interview with. If you require assistance accessing your parent portal or obtaining your child's timetable, please call our main office at 519-452-2840.

2. To schedule an interview with any teacher, please click [here](#):

<https://outlook.office365.com/owa/calendar/MeettheTeacherSpring2024@tvdsbo365.onmicrosoft.com/bookings/>

3. When scheduling an appointment for a teacher, families need to click on Wednesday, April 24 on the calendar:



4. Under the calendar, as they scroll down further, they will enter their name and email (parent/guardian email address). Families are reminded that if they are selecting the phone option, they must include their phone number. If they do not have an email address, you are able to use your student's email address.

Add your details

| | |
|---|---|
| <p>Name _____</p> <p>Email _____</p> <p>Address (optional) _____</p> <p>Phone number (optional) _____</p> | <p>Please let us know if you have any special requests. Thank you.</p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 40px;"> <p>Notes (optional)</p> </div> |
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5. Include the name of your student in the box with “special requests” OR “Provide additional information” and then BOOK the appointment.

Please let us know if you have any special requests. Thank you.

Notes (optional)

➔

Provide additional information

Please indicate the name of the student you are meeting about:

➔

Book

6. Families will receive a confirmation email.

NAME OF SCHOOL Interviews

Hi _____ Their name

Your booking is confirmed.

Booking details

| | |
|--------------|--|
| Service Name | Parent Teacher Interviews |
| With | _____ |
| When | Wednesday, March 23, 2022 4:00 PM - 4:10 PM |

7. If families need assistance booking an interview, they can contact main office at 519-452-2840 to have a booking completed on their behalf.