

Monday, September 29th , 2008

RE: PARENT-TEACHER INTERVIEWS

When?

- Wednesday, October 8th (4:00 to 8:00 p.m.) and Thursday, October 9th (4:00 to 8:00 p.m.)
- No school on Friday, October 10th (professional development day for teachers)

Registration Format?

Pre-school

- the teachers are taking care of setting up interviews with their parents. Parents will be contacted by their child's respective teacher. No online booking is required.

Kindergarten to Grade 6

- you need to book your interviews online (see instructions on the back of this page on how to book your appointments).
- you will be reserving a 10 minute block interview with the homeroom teacher and, if you choose to do so, with the specialists (physical education, music, art and Spanish).
- if your son/daughter is in Grade 4, 5 or 6 and you would like to meet with Mrs Lina Pinzon (Spanish) and/or with Mrs Amy McLennan (music), they will both be available in the Junior High gymnasium on a drop-in basis.
- some teachers will not be available for interviews between 5:00 p.m. to 6:00 p.m. on both days to allow them to eat. For these teachers, when you will be booking interviews online, the time slots between 5:00 p.m. and 6:00 p.m. will not be available. Other teachers have opted to offer interviews during that time.

Junior High

- interviews will be held in the Junior and Senior High gymnasium. You merely arrive and conduct interviews with the teachers that you need to see. No online booking is required.
- the Junior and Senior High teachers will be eating between 6:00 p.m. and 6:45 p.m. and will therefore not be in the gymnasium during that time.

When can you start booking your interviews online (if applicable)?

As we recognize the fact that it is more difficult for families with multiple children attending CFIS to find successive time slots, we will ask you to respect the following request in relation to booking your interviews online:

- From Monday, September 29th to Wednesday, October 1st, **online booking will be reserved for parents with multiple children** attending CFIS from Kindergarten to Grade 6.
- **Parents with only one child** attending CFIS from Kindergarten to Grade 6 can start booking their time slots on Thursday, October 2nd.
- The last day to book your interviews is on Monday, October 6th .

N.B. The **instructions** on how to book interviews online are detailed on the **back of this page**.

Online Reservation Instructions

N.B.: If you do not have internet access or if you are experiencing some technical difficulties, please phone the school at 240-1500 and ask to speak to Cendrine.

Step 1 - Creating an account

- ❑ Connect to the internet and access the school's website at www.cfis.com.
- ❑ Under the main menu, click on **Parents** and then on **Parent / Teacher Interviews**.
- ❑ In the blue box, click on **Click here to BOOK ONLINE**.
- ❑ If you created an account for the first set of parent-teacher interviews, enter your email address and password (if you forgot your password, click on the **Forgot My Password** button and a new password will be emailed to you). After entering your password, click on the **Login/Create Account** button and move on to **Step 2** below.
- ❑ If you didn't set up an account for the first set of interviews, click on the **Login/Create Account** button (leave the email and password fields empty). Fill-out the form and press **OK**. If you don't have an email address, create a fake email address (if you create a fake email address, you will not get a confirmation or reminder email, but your appointment will still be entered in the system). Your account is created. Please write down your login name and your password for future reference as you will need to access this account throughout the year to book your interviews.

Step 2 – Adding your child(ren) to your account

- ❑ In the Student ID textfield, enter your son/daughter's first and last name all in lower case and without any spaces. For example, if your son's name is Paul Martin, you would enter paulmartin (all lower case, no spaces). If your son/daughter's name is a compound name (hyphenated or not), put a hyphen in between each compounded names. For example, if your child's name is Jean-Paul Martin, you would enter jean-paulmartin (all lower case, no spaces, with hyphen).
- ❑ In the Student's Birthday textfield, enter your son/daughter's birth date in the following format: **Month/Day/Year**. There are no leading zeros for Month and Day; Year requires 2 numbers. The two forward slashes (/) must be included. For example, if your son was born on February 9th 2000, you would enter **2/9/00** (no spaces, with forward slashes).
- ❑ Click on the **Add** button to add your son/daughter to your account. If you are getting a "**Failed to find student**" message, verify the values that you entered and try again. If you continue to be unsuccessful, please phone us at school so that we can assist you in the process.
- ❑ Depending on when you would like to attend parent-teacher interviews, click on either **October 8th 2008** or **October 9th 2008**.
- ❑ If you have more than one child attending CFIS from kindergarten to grade 6, enter a new Student ID and Student's Birthday for each one.

Step 3 – Booking a time slot

- ❑ To book your time slots, click on the colored box that corresponds to the teacher and the time that you want to reserve (please note that you don't have to book appointments with all the teachers associated with your child). You will then be prompted whether you want an email reminder of this appointment. Click on **Create Appointment** to reserve the time slot. You will notice that the time slot selected is now in black and reserved for you.
- ❑ Repeat the previous process for each appointment.
- ❑ If you want to cancel or modify an appointment, click on **Your Schedule** to expand your list of appointments.
- ❑ Keep a record of your time slots. You can print a record of your appointments by clicking on **Printable Schedule**.
- ❑ When you are done, click on **Logout**.