



St. Robert Catholic High School



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April 13th, 2017

Parent-Teacher Conference Information

Dear Parents and Guardians of St. Robert Catholic High School:

We will be holding Parent-Teacher Interviews at the school on Thursday, April 20th, 2017 from 3:30 - 5:00 p.m. and from 7:00 - 9:00 p.m. This semester, all Parent-Teacher Interviews will be scheduled online. If you wish to schedule a meeting with any of your child's teachers, please follow the instructions listed below. If you do not have access to the internet at home or in the workplace, please call the Parent-Interview toll-free at 1-866-810-0076, and someone will be happy to make your appointments with you.

Please be advised that you will only be able to schedule interview appointments from Thursday, April 13th after 3:00 p.m. until Wednesday, April 19th until 3:00 p.m.

Instructions:

1. Go to the St. Robert-Parent Interview scheduling website at <https://srchs.parentinterview.com>
(A link to the scheduling website will also be posted on the St. Robert school website in the event you are having trouble accessing it)
2. Enter your child's 9-digit Ontario Education Number (OEN) and click "Sign in"
(You can find your child's **Ontario Education Number on their report card**)
3. Fill in your contact information and click "Continue to Make Appointments"
4. Click on the name of a teacher with whom you wish to schedule an appointment
5. Click on "Available" for a time at which you wish to meet with that teacher
6. Repeat Steps 4 and 5 until you have scheduled all the teachers you wish to see
7. Click on "My Schedule" (top left of the page)
8. Print out (or copy down) your schedule and bring it with you

You will be allowed to schedule appointments with up to 5 teachers. Should you wish to delete an appointment you have made, click on "Delete" beside the meeting you wish to remove from your schedule. If you decide to delete an appointment, that time slot will become available for other parents. There are no guarantees that you will be able to reschedule that appointment. If you misplace your schedule, you will be able to retrieve it from the website. If you experience any difficulties using the service you may contact the school or email support@parentinterview.com.

We look forward to seeing you on Thursday, April 20th. Thank you for your continued support of our Catholic school community.

Sincerely,

J. Babic,
Acting Principal

P. Sacco,
Acting Vice Principal