

## Parent-Teacher Conference Information

Dear Parents and Guardians of Sherwood Secondary School,

We will be holding Parent-Teacher Interviews at the school on Wednesday, March 11<sup>th</sup> from 6:00 - 8:00 pm. This semester, you will be able to schedule your Parent-Teacher Interviews online. If you wish to schedule a meeting with any of your child's teachers, please follow the instructions printed further down the page.

If you do not have access to the internet at home or in the workplace please call parentInterview toll-free at 1-866-810-0076 and someone will be happy to make your appointments with you.

You will be able to schedule appointments until Tuesday, March 10<sup>th</sup> at 11:00 pm.

Instructions:

1. Go to the Sherwood-parentInterview scheduling website at <https://sherwood.parentinterview.com>
2. Enter your child's 5 or 6-digit pupil number and click "Login"
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 have removed 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 may use your child's pupil number to retrieve your schedule from the website at any time.

If you experience any difficulty using the service, please email [support@parentinterview.com](mailto:support@parentinterview.com)

We look forward to seeing you on Wednesday, March 11<sup>th</sup>.

Sincerely,

The Teachers and Administration of Sherwood Secondary School