

# Parent-Teacher Conference Information

October 2017

Dear Parents and Guardians of Westmount Secondary School

We will be holding Parent-Teacher Interviews at the school on Tuesday, October 17<sup>th</sup> from 4:30 - 6:30 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.

You will be able to schedule appointments from October 6<sup>th</sup> at 8:00 am until October 16<sup>th</sup> at 11:00 pm.

## **Instructions:**

1. Go to the Westmount-parentInterview scheduling website <https://westmount.parentinterview.com>
2. Enter your child's 5 or 6-digit student number and click "Sign in" You can find your child's student number on their progress report
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) or call parentInterview toll-free at 1-866-810-0076.

We look forward to seeing you.

Sincerely,

Angela Ferguson  
Principall