



Allan A. Greenleaf Elementary School

PROUD SCHOOL OF HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

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PRINCIPAL – Mrs. C. Uhler
VICE PRINCIPAL – Mr. M. Reid
www.hwdsb.on.ca/allanagreenleaf

Dear Greenleaf Families,

Progress Report Interviews will be available during the evening of Thursday, November 21 and during the day on Friday, November 22, depending on your child's homeroom teacher's schedule.

To book an interview, please follow these steps **for each child** you are requesting an interview about:

1. Visit this link:
<https://outlook.office365.com/book/AllanAGreenleafCaregiverTeacherInterviews@hwdsb.on.ca/>
2. Select the staff member you are requesting an interview with from the drop-down menu.
3. Select the date and time.
4. Complete the contact details and information sections – **please make sure to include up-to-date details** to receive confirmation of your meeting booking and so teachers can successfully connect with you. (For example, if you select a Microsoft Teams meeting then the e-mail you include in this section will be sent the instructions on how to enter the online meeting. Similarly, if you select a phone meeting then the phone number you include in this section is what teachers will use to call you.)
5. Select the "Book" button to confirm your interview. A confirmation e-mail will be sent to the e-mail address you provided with the meeting details.

Thanks,
Mrs. C. Uhler