



Billy Green Elementary School

PROUD SCHOOL OF HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

1105 Paramount Drive
Hamilton, Ontario L8J 1W2
Phone: 905.573.3505
Fax: 905.573.7330

EMAIL: billygreen@hwdsb.on.ca
PRINCIPAL: Ms. Meagan Wilson
VICE-PRINCIPAL: Mrs. Leanne Tovey
www.hwdsb.on.ca/billygreen

Parent-Teacher Conference Information

October 28, 2019

Dear Parents and Guardians of Billy Green Elementary School,

We will be holding Parent-Teacher Interviews at Billy Green school on

- Thursday, November 7 from 3:15 - 8:00 pm, and/or
- Friday November 8 from 8:30 am - 3:00 pm.

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 until November 6 at 11:00 pm.

Instructions

1. Go to the Billy Green scheduling webpage at <https://bges.parentinterview.com>
2. Enter the Parent Code (**green19**) and click "Sign In" **Please make a note of your Confirmation # _____**
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 have your meeting
6. Repeat Steps 4 and 5 until you have scheduled all the teachers you wish to meet
7. Click on "My Schedule" (top left of the page)
8. Print out, email, or copy down your schedule and bring it with you

**The Parent Code for this term is
green19**

Do not share this code with anyone outside our school community

If you misplace your schedule, you may use your Confirmation # to retrieve your schedule from the website at any time.
If you need help using the service, please email support@parentinterview.com

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.

We look forward to seeing you.

Sincerely,

The Teachers and Administration of Billy Green Elementary School