Appointment Scheduling for Student Belongings Collection

Dear Parents, Guardians and Students of Bernie Custis Secondary School,

As a result of the school being closed for the remainder of the 2019-2020 academic year, we are organizing appointments for the retrieval of student belongings. These appointments will be held during the first two weeks of June.

To facilitate parents and students entering the building in a safe and orderly manner, you are **required to schedule an appointment** through our online scheduling website **before coming to the school**. If you do not need to enter the building before September 2020, you may decline to book an appointment. To schedule your appointment, please follow the instructions below.

Instructions

1. Go to the Bernie Custis Secondary School scheduling webpage at
   https://berniecustis.parentinterview.com
2. Enter your Student Number or your child's Student Number and click "Sign In"
   The Student Number can be found on each progress report sent home by the school
3. Fill in your contact information and click "Continue to Make Appointments"
4. Select the Letter Range that applies to you or your student
5. Select a date and time at which you wish to visit the school
6. Click on "My Schedule" (top left of the page)
7. Print out, email or copy down your schedule

Should you wish to delete an appointment you have made, click on "Delete" beside the appointment you wish to have removed from your schedule.

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

If you cannot complete an appointment, please contact the school at 905.296.2504 and leave a message with your student's name and your contact information or leave a message on the school website. You will be contacted with a scheduled time.

Thank you for your co-operation during this difficult time.

Sincerely,
The Administration of Bernie Custis Secondary School