

## Family - Teacher Conference Information

Dear Parents and Guardians of Sir Allan MacNab Secondary School,

We will be holding Family - Teacher Interviews on Thursday, March 27<sup>th</sup> from 5:00 - 7:00 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.

You will be able to make appointments from March 20<sup>th</sup> at 4:00 pm until March 27<sup>th</sup> at 12:00 noon.

### Instructions

1. Prepare a list with the names of each teacher you would like to meet
2. Go to the SAM scheduling website at <https://parentinterview.com/s/sam>
3. Enter your child's 6-digit student number and click "Sign In"
4. Fill in your contact information and click "Continue to Make Appointments"
5. Click on the name of a teacher with whom you wish to schedule an appointment
6. Click on an "Available" time at which you wish to meet with that teacher
7. Repeat Steps 5 and 6 until you have scheduled all the teachers you wish to see
8. Click on "My Schedule" (top left of the page)
9. Print out, email or copy down your schedule

Should you wish to cancel an appointment you have made, click on "Cancel" beside the meeting you wish to have removed from your schedule.

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

We look forward to speaking with you.

Sincerely,

The Teachers and Administration of Sir Allan MacNab Secondary School