

Parent-Teacher Conference Information

Dear Parents and Guardians of Sir William Osler School,

We will be holding Parent-Teacher Interviews at the school on Thursday, November 1st from 4:00 – 8:30 pm and Friday, November 2nd from 7:30 am – 4:30 pm. This year, you will be able to schedule your Parent-Teacher Interviews online. If you wish to schedule a meeting with your child's homeroom teacher, core French (4-8), phys-ed or music (6-8) teacher, please follow the instructions printed further down the page. *If you'd like to book a time with a rotary teacher (eg. Grade 8 science, please contact the rotary teacher directly to schedule a time).*

You will be able to make appointments from October 23rd at 8:00 am until October 30th at 12:00 noon.

Instructions

1. Go to the Sir William Osler School scheduling webpage at <https://swo.parentinterview.com>
2. Enter the Parent Code (sent via school messenger as school-wide communication, in agenda for grade 1–6 and by note for grade JK, SK and 7–8) 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 meet to have your meeting
6. Repeat Steps 4 and 5 for core French, Music, or Phys-Ed teachers if interested.
7. Click on "My Schedule" (top left of the page)
8. Print out, email or copy down your schedule and bring it with you

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 Sir William Osler School