



Tapleystown Elementary School

PROUD SCHOOL OF HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

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Parent-Teacher Conference Information

Dear Parents and Guardians of Tapleystown Elementary School,

Recently, you would have received an email letting you know that we will be holding Parent-Teacher Interviews at the school on **Thursday, November 16th and Friday, November 17th.**

This term, 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 outlined below:

Instructions

1. Go to the Tapleystown scheduling webpage at <https://parentinterview.com/s/tapleystown>
2. Enter the Parent Code (printed below) 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 an available 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. Email, print out, or copy down your schedule

The Parent Code for this term was provided to you by email. If you cannot locate the code, please call the school.

A reminder that you will be able to schedule appointments until November 15th at 11:00 pm.

We look forward to seeing you.

Sincerely,

The Teachers and Administration of Tapleystown Elementary School