**Parent-Teacher Conferences**

**Online Booking**

Parent teacher conferences are scheduled this year for Wednesday, Oct 24th and Thursday, Oct 25th from 2:00 to 6:00 pm with an early dismissal at 12:06 on both days to prepare for the conferences. (please note that there are no hot lunches on these 2 days).

This year we are going to be booking all appointment on line. To book an appointment with your son/daughters advisory teacher please go to:

 <http://cedarhillschool.schoolappointments.com>

Registrations starts on Monday, October 8th, any time after 7am and will remain open until Tuesday, October 23rd, midnight.

Once there you will:

* Click on register (top right corner) and then create a login.
* Once you have filled in all fields you will use your email and password to access the website in the future.
* Once you have registered you will need to “add a student”. If you have more than one child at Cedar Hill you will need to add them each separately.
* You can then select the calendar icon and schedule an appointment with your child’s advisory teacher. ***(You can only set one appointment per student, so please ensure you schedule your appointment with their advisory teacher).***
* A reminder email of your scheduled appointment(s) will be sent to you automatically on Tuesday, Oct 23rd, or you are also able to print a confirmation page yourself.
* If you need to change your appointment time before midnight Friday,

 Oct 23rd, please log back into the system and make the change directly.

If you are unable to make an appointment during the scheduled time and would like to discuss your son’s/daughter’s progress, please contact your son’s/daughter’s teacher directly by phone and/or email.

Also attached is a parent handbook with a step by step picture guide for registering. If you have any questions, please contact us at the school,

250-477-6945.