



NEW WESTMINSTER SECONDARY SCHOOL

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Parent Teacher Interviews — Thursday, March 8, 2018

Semester 2 Parent/Teacher Interviews are scheduled for Thursday, March 8, 2018 from 2:45pm-4:45 p.m. and from 5:45pm-7:15 p.m. in the Massey Large Gym at New Westminster Secondary School.




To schedule interviews with teachers, you will be required to sign-up online for interview spots. Each interview is precisely five (5) minutes in length and all teachers will be at one location so that parents can move from one teacher to another without a break in-between.

The sign up process will open at 9:00a.m. on Tuesday February 27, and will close at 12:00p.m. on Tuesday March 6. Please note that appointment slots are on a first-sign up, first-served basis. Please ensure that you are familiar with the names of your child's teachers prior to signing up for interviews online.

Grade level counsellors will be available by drop-in only and they will be located on the east side of the Massey Large Gym during Parent Teacher Interviews. Advance booking of appointments online for counsellors is not necessary.

To sign up for Parent/Teacher interviews, please follow the instructions given below:

School Appointments - Parent Instructions

1. Go to the school appointments web site: <http://nwss.schoolappointments.com>
2. Please register for an account by clicking the "**REGISTER**" menu tab and filling in the on-line form. Choose a user ID and password for yourself and then click the "**Register Now**" button. Note: You will not need to re-register if you have previously registered for an account during the 2017-18 school year – just sign in with your user ID and password.
3. If you have not previously registered during the 2017-18 school year, add your children into the system by clicking the "**Add a Student**" button. Click "**Insert New**" button to add more children.
4. Click the "**date**" icon beside each child's name to schedule appointments. Select the staff you wish to book appointments with and the "**View Calendars**" button. Use the "**Ctrl**" or    "**Command**" key to select multiple staff to view at the same time.
5. Click on available time slots to book your appointments and then click the "**Book Appointments**" button to save your bookings.