

## Welland Centennial Secondary School Parent Teacher Interviews



Thurs. March 23rd, 2023 5:30 - 8:00 p.m.

## Dear Parent / Guardian:

We are once again pleased to offer our on-line booking service for Parent Teacher Interviews, taking place Thurs. March 23rd, from 5:30 p.m. to 8:00 p.m. This scheduling service has been used successfully in the past by our school and number of other schools in the D.S.B.N. and across the province.

The service will be open to book your appointments with teachers from Monday, March 6<sup>th</sup> @ 8:00 a.m. to Tuesday, March 21st @ 9:00 a.m.

In order to access the appointment service, please follow the steps outlined below. If you have registered for this service in the past, you are required to re-register your account as the information is erased after each semester.

Yours sincerely,

Tammy Zonneveld

## **School Appointments - Parent Instructions**

- 1. Go to our school appointments web site: <a href="http://wcss.schoolappointments.com/">http://wcss.schoolappointments.com/</a> or select the link from our school's web site <a href="http://centennial.dsbn.org">http://centennial.dsbn.org</a>
- 2. 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.
- 3. 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.