



# Welland Centennial Secondary School Parent Teacher Interviews

Thursday, March 21, 2024 5:30 – 7:30 p.m.

Dear Parent / Guardian:

We are once again pleased to offer our on-line booking service for Parent Teacher Interviews, taking place Thursday, March 21<sup>st</sup>, from 5:30 p.m. to 7:30 p.m. This scheduling service has been used successfully in the past by our school, several other schools in the D.S.B.N. and across the province.

The service will be open to book your appointments with teachers from Thursday, March 7<sup>th</sup> @ 10:00 a.m. to Tuesday, March 19<sup>th</sup> @ 10:00 a.m.

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

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## School Appointments - Parent Instructions

1. Go to our school appointments web site: <http://wcss.schoolappointments.com/> or select the link from our school's website found on the Centennial Virtual Bulletin Board under "Parent Teacher Interviews at <http://centennial.dsbns.org/>
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.
5. Select the staff you wish to book appointments with. Use the "**Ctrl**" or "**Command**" key to select multiple staff to view at the same time.
6. Then click the "**View Calendars**" button.



7. Click on available time slots to book your appointments to make your bookings.

**To Delete Appointments:**

1. Click **“View Appointments”** from the HOME page.
2. You will then see the list of appointments that you have booked. To delete any of the appointments, click the red **“x”** icon beside the appointment.

Current Appointments			
Time	Calendar	Name	
Nov 16 5:20 pm	Fall 2022 Parent Teacher Conferences <b>Fibonacci, Leonardo - Mathematics</b> (In Person)	Bill Fester	
Nov 16 5:40 pm	Fall 2022 Parent Teacher Conferences <b>Kotter, Gabe - English, History</b> (In Person)	Bill Fester	