



TSUMAS-AS ELEMENTARY SCHOOL

5055 Compton Rd.
Port Alberni, BC V9Y 7B5
Telephone (250) 723-8151
Fax: (250) 723-5997

October 16, 2023

Dear Parents/Guardian,

Parent Teacher conferences will be taking place in the afternoons on Wednesday October 25th & Thursday October 26th 2023. Students will be dismissed at 11:45 am. Regular bussing routes will occur. Parents/Guardians are asked to use our online scheduling tool to book a 15 minute conference with their child's teacher. There are two options for conferences this year: in person in your child's classroom or by phone. Please indicate which you prefer, when booking.

School Appointments – Parent Instructions

1. Go to our school appointments web site for your school <http://tsuma.schoolappointments.com/>
2. Register for an account by clicking "**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. When registering, make sure to include a phone number where you can be reached if need be.
3. Add your children into the system by clicking the "**Add a Student**" button. Click "**Add a Student**" 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 to make your bookings.

Please note - the online booking tool will be available for parent/guardian bookings from today (October 16th) to Tuesday October 24th @ 3:00 pm. After this, you will need to contact the office directly to book an appointment.

If you are unable to book online for any reason, please contact our school secretary Mrs. Colleen Brooks at the school office at 250-723-8151 or email cbrooks1@sd70.bc.ca with your preferred date/time and she will be happy to assist you with booking a time.

If the available time slots will not work for your family, please contact the teacher directly to discuss an alternate time to conference.

We look forward to connecting with you.

Sincerely,

Ms. Maghen Girard ~ Tsuma-as Elementary School Principal