NOTICE:  Booking App will close today!  Please make sure to secure your appointment as the system will close tomorrow morning.  See link at the bottom of the email.

Dear Parents,

**We look forward to seeing you ONLINE on Thursday, February 29th for the Parent-Teacher Interviews.**  **You are receiving an open invitation to meet with your child’s teachers.**

The parent-teacher interview evening is an opportunity to meet with teachers to discuss your child’s progress and to work together - parent, student and the school.

You must book a session to meet with a teacher.  The booking app will open to the school population this Friday evening at 6pm, therefore reserve your session as soon as possible.

Again, parent-teacher interviews will be by appointment and online.  You will be able to book a five-minute session with the teachers.  Any double bookings you make will be deleted.  Detailed instructions are found at the end of this email.

**The second term report card has been made available online through Mozaik as of the afternoon of Thursday, February 22nd.**

We hope that you take the opportunity to review your child’s report card through the Mozaik parental portal found at [https://portailparents.ca/accueil/en/](http://track.spe.schoolmessenger.com/f/a/5Oq3ZZ92etLWpesqpjsyMg~~/AAAAAQA~) .  If you require assistance to access Mozaik, please contact our school organization technician, Ms. Taddio, at [gtaddio@emsb.qc.ca](mailto:gtaddio@emsb.qc.ca) .

Our teachers look forward to seeing you virtually on Thursday evening next week.  For students with IEPs, the support staff will also reach out next week to set-up IEP follow-ups for some students.

Below you will find the information to facilitate the booking of your appointment.  **The link to the booking page is at the end of this document.**

Thank you for your time and attention.

Sincerest regards,

|  |  |  |
| --- | --- | --- |
| Ms. Cristiano, Principal  Secondary 5 Academics  [fcristiano@emsb.qc.ca](mailto:fcristiano@emsb.qc.ca) | Ms. Juhasz, Vice-Principal  Secondary 1 and 2 Academics  [cjuhasz@emsb.qc.ca](mailto:cjuhasz@emsb.qc.ca) | Mr. Timpano, Vice-Principal  Secondary 3 and 4 Academics  [vtimpano@emsb.qc.ca](mailto:vtimpano@emsb.qc.ca) |

***Instructions to Book a Parent-Teacher Interview***

***Please have your child’s schedule or report card on hand in order to fill in the booking fields correctly.***

*\*\*\*Parents who receive an individualized invitation and are unable to attend the parent-teacher interview session are asked to email the teachers to arrange another date/time to meet during regular school hours next week.*

*Please select the teacher by their last name. The teachers are divided A-F, G-O and P-Z.*

*1.   Click the link below which will open the Booking Page.*

*2.   Select the booking service that has your teacher’s first letter of their family name (PTI Teacher Name A-F, PTI Teacher Name G-O***OR***PTI Teacher Name P-Z) ;*

*3.  Select the time.* *Choose a five-minute time slot.*

*4.   Keep track of your appointments while using the booking app to avoid reserving two appointments at the same time.  It is recommended to leave a 10-minute interval between bookings in order to give yourself the time to move from one session to the next and account for potential delays.  Make sure you enter the correct email otherwise you will not receive the link.*

*5.****Indicate****your child’s family name, first name, grade level, and the phone number where the teacher may reach you in case of difficulties.*

*6.****Review the email address indicated before submitting the booking, as the confirmation for the interview will be sent to that specific email.***

*Important information:*

* *Five minutes is the limit for these interviews.  Please respect the time limit as if you delay then someone may lose their spot OR you may lose your spot because of someone else.  Be respectful by being on time and getting in touch with the teacher at another time if there is more to discuss or an issue with your connection.*
* *Teachers have been asked to respect the appointment times and they will stop the interview if time is up to move to the next booking.  If you need more time with any particular teacher, we kindly ask that you make arrangements towards the end of your discussion and decide when it would be the best time to reconnect.*

Reminder:  There will NOT be any IN-PERSON meetings offered the afternoon and the evening of parent-teacher interviews.

**Link to the Booking App:**

[**https://outlook.office365.com/owa/calendar/VMCParentTeacherInterviews@eduemsbqc.onmicrosoft.com/bookings/**](http://track.spe.schoolmessenger.com/f/a/23xdhLpcdh4aF2ukjIQhrw~~/AAAAAQA~/RgRnv3hbP0RpaHR0cHM6Ly9vdXRsb29rLm9mZmljZTM2NS5jb20vb3dhL2NhbGVuZGFyL1ZNQ1BhcmVudFRlYWNoZXJJbnRlcnZpZXdzQGVkdWVtc2JxYy5vbm1pY3Jvc29mdC5jb20vYm9va2luZ3MvVwdzY2hvb2xtQgpl1NtE3mWOvXurUhJzZHVmb3J0QGVtc2IucWMuY2FYBAAAAAI~)