Dear Parents and Guardians,

**We look forward to seeing you this Thursday, November 26th virtually at Parent-Teacher Interviews.**  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.

**Progress Report Card is available online**

We hope that you take the opportunity to review your child’s progress report card through the Mozaik parental portal found at [https://portailparents.ca/accueil/en/](http://track.spe.schoolmessenger.com/f/a/s7V2s9LStE96RNOJHLIpLQ~~/AAAAAQA~/RgRhnO4UP0QlaHR0cHM6Ly9wb3J0YWlscGFyZW50cy5jYS9hY2N1ZWlsL2VuL1cHc2Nob29sbUIKAEeUurtfGEDq11ISc2R1Zm9ydEBlbXNiLnFjLmNhWAQAAAAC)  .  If you require assistance, 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 Thursday evening.  The administrative team and support staff will also be available to meet with you virtually the following day. You will receive another booking app on Thursday to facilitate these meetings.

Below you will find the information to facilitate the booking of your appointment.  Thank you for your time and attention.

Sincerest Regards,

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| F. Cristiano, Principal  Secondary 5 Academics  fcristiano@emsb.qc.ca | P. McKelvie, Vice-Principal  Secondary 1 and 2 Academics  pmckelvie@emsb.qc.ca | V. Timpano, Vice-Principal  Secondary 3 and 4 Academics  vtimpano@emsb.qc.ca |

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

***Please have your child’s schedule on hand in order to fill in the booking fields correctly.****Parents who are unable to attend the Parent-Teacher Interviews are asked to email the teachers in order for them 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-H and I-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-H***OR***PTI Teacher Name I-Z); Select the time.*

*(Do not select more than one time-slot with the same teacher.  We will delete double bookings.)*

*3.   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 5 minute interval between bookings in order to give yourself the time to move from one session to the next.*

*4.****Indicate your child’s family name, first name, grade level, and the phone number where the teacher may reach you in case there are technical difficulties. Review the email address indicated before submitting the booking, as the link for the interview will be sent to that specific email.***

*Important information:*

*Five minutes is the limit for interviews, 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.*

*Teachers have been asked to respect the 5 minutes and they will stop the interview if time is up to move on 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.*

Link to the Booking App:

[https://outlook.office365.com/owa/calendar/VMCParentTeacherInterviews@eduemsbqc.onmicrosoft.com/bookings/](http://track.spe.schoolmessenger.com/f/a/dgPfi3appjh6P-wnyPP4Iw~~/AAAAAQA~/RgRhnO4UP0RpaHR0cHM6Ly9vdXRsb29rLm9mZmljZTM2NS5jb20vb3dhL2NhbGVuZGFyL1ZNQ1BhcmVudFRlYWNoZXJJbnRlcnZpZXdzQGVkdWVtc2JxYy5vbm1pY3Jvc29mdC5jb20vYm9va2luZ3MvVwdzY2hvb2xtQgoAR5S6u18YQOrXUhJzZHVmb3J0QGVtc2IucWMuY2FYBAAAAAI~)