



École _____

SIFTON _____

School _____

Dear École Sifton School Parents/Guardians,

We will be having parent-teacher conferences on:

Thursday, September 26 from 3:30PM – 8:30PM

This year we are excited to have the opportunity to offer parents/guardians the ability to schedule their appointments online!

Please go to the École Sifton School website and click on the **Parent Conference Booking** link or follow the instructions on the reverse side of this page.

If you need assistance with this process, please contact the school during school hours and we will do our best to support you!

The staff and administration look forward to meeting you next week!

Parent/Teacher Conference Scheduling

Please go to the following website address:

<http://sifton.parentconferences.net/>

Parent Registration

Parents click on the “Register” tab and fill in the registration form to create an account. Once parents have successfully registered, they can login to the system and then must register their students by name.

To Book Appointments

Select Teachers

Parents can schedule appointments for any student that they have added to the system by clicking on the blue “Appointments” button beside the student’s name. The parent is then taken to a page where they can select the teachers with whom they wish to meet.

Teacher Appointment Calendars

Parents are shown the calendars of the selected teachers. It also shows the appointment times that are unavailable for booking. Parents can select appointment times by simply clicking the check boxes or by clicking in the time block beside the check box. Once an appointment time has been selected it will change to green. If no appointments are available, click on the *call back* button at the top of the list.

Appointments Booked Successfully

Once the appointments are booked the screen will display the list of appointments for the student. When the parent clicks on the “Return to Home Page” button, they will return to the home page with their students and their appointments listed. They can book additional appointments, or they can book appointments for another student.

Printing Parent Appointment Schedule

From the home page it is possible for you to generate a PDF document with the list of your appointments. By clicking on the “Print Appointments” button a window will pop-up asking the parent what they wish to do with the document. In Internet Explorer, it is recommended that people click the “Save” button, save the file and then click “Open” to view the file. IE sometimes has a problem downloading and opening PDF documents that are generated from web sites.

Click “Open” after the download is complete to view the PDF.

Parent Schedule PDF

The generated PDF will list the appointment times, the student and the teacher with whom the appointment is booked.

If you are having difficulties, you may choose to call the school to book appointments over the phone.