

Parent/ Teacher Interview Night at DTSS – October 28 6:00pm-8:00pm

Welcome, Parents!

This semester's Parent Teacher Interviews have an in-person or telephone option. If you are unable or unwilling to wear a mask while inside DTSS, please choose the telephone option.

In-Person Option:

The COVID-19 safety protocols that must be followed are: daily health check (do not come to the school if you are not feeling well), masks must be worn, hand sanitize at entrance, and spread out. Please follow the steps below to book an appointment.

Telephone Option:

If you prefer a phone interview or are unable/unwilling to wear a mask, please do the following things: book an appointment time following the steps below and email the teacher to inform them of your desire for a phone interview. Email addresses are found in the site (firstname.lastname@sd6.bc.ca). The teacher will call you at the assigned time.

Appointments can be booked online beginning on Tuesday, October 12, 2021. The process takes only a few minutes. Book early as slots fill up, but be aware that bookings can be added/changed up until 9:00am on October 28.

The following steps will help parents to negotiate the site and set up appointments:

1. Open your internet browser. Go to **dtss.schoolappointments.com**. This address is not typical because it DOES NOT begin with www. Hit "enter" and you should arrive at the "David Thompson Secondary School Appointments".
2. Below the "Login" button, you will see the link to register as a new user. Click this link and follow the onscreen instructions. We ask parents to enter an "Preferred user ID" in this format: `firstname.lastname`. Select a password unique and private.
3. After registration, parents may immediately "Add a student".
4. Students are identified only by their names; parents will not need to enter any ministry or school student numbers. Once created, parents then "Manage Students" by clicking this button. At this window, you will see a button on the right side of the screen labeled, "October 28, 2021 Interviews". Click this button to see a list of DTSS teachers.
5. Parents may select up to 6 teachers and see their appointment schedules all at once. While scrolling through the list of teachers with your mouse, hold down the "Ctrl" key on your keyboard. This will allow you to select several teachers from the list by clicking on their names as you hold down the "Ctrl" key. After you have selected the teachers you would like, click the "View Calendars" button.
6. In the next window you will see columns of teacher appointment schedules placed side by side. In this fashion, parents can easily see available appointments and book all the interviews they want in one-step. After you have chosen the times that work in your evening schedule, click the "Book Appointments" button. This will complete the process. The next window will allow parents to print a copy of their appointments. Clicking "Print

Appointments”, will launch a pdf version of the schedule which can be saved and printed.at any time before 9:00am October 28thth parents can return to this site to add, remove, or change appointments.

7. If you are unable to schedule a time in the selected calendars, you may request a call back. You will be contacted by phone or email. To do so please select the bar to the right of the **Call Backs** bar above the appointment times.