



Parent-Teacher Conferences

2:00 - 4:00 pm WEDNESDAY, April 27, 2022

2:00 - 4:00 pm THURSDAY, April 28, 2022

6:00 - 8:00 pm THURSDAY, April 28, 2022

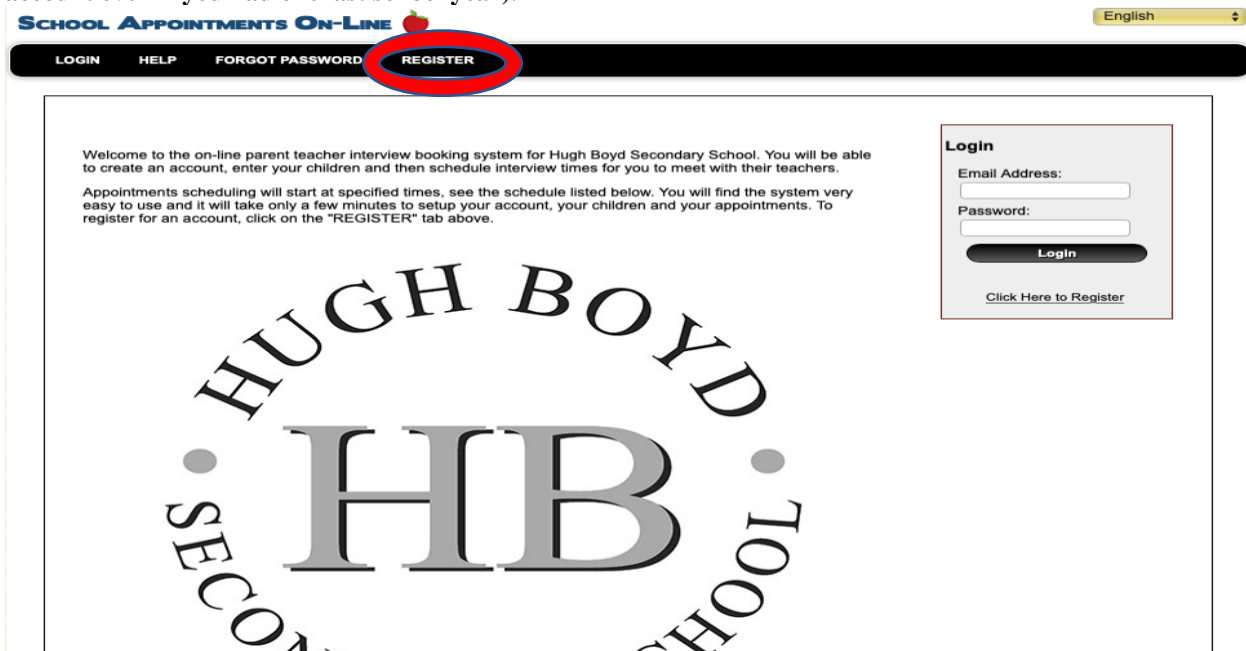
*****PLEASE NOTE – FOR SEMESTER TWO, ALL CONFERENCES WILL OCCUR VIRTUALLY VIA TEAMS OR ON THE PHONE**

Dear Parents,

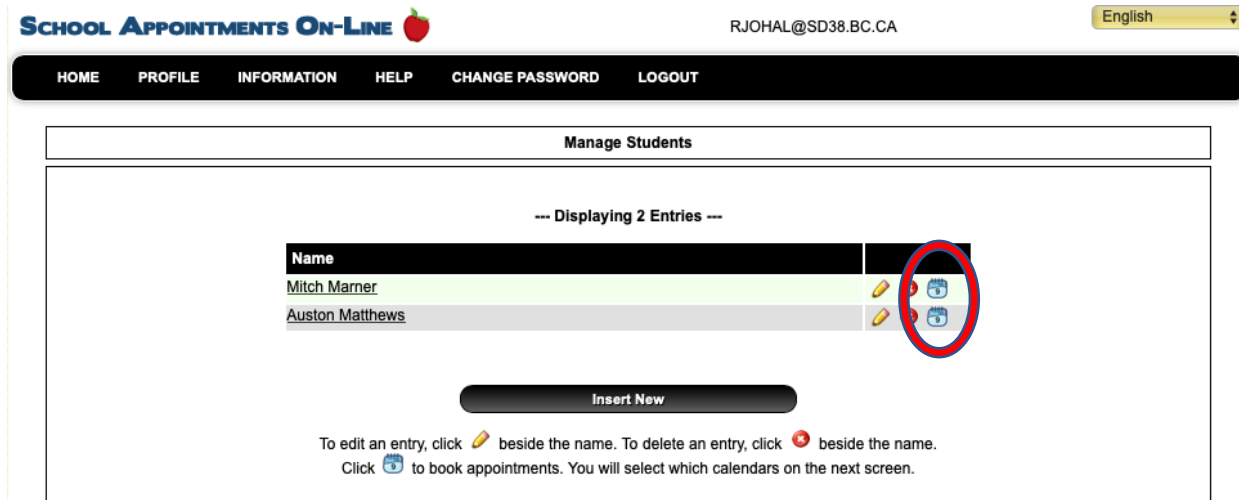
We continue to strive for academic excellence and encourage our students to do their best. We know that partnerships between home and school are so important because students are more successful when we work together.





If your child is performing below expectations, we recommend that you book an appointment through our on-line appointment booking system (**opened on Friday, April 22, closes on April 26 at 4 pm**). Here are step-by-step instructions to guide you through the process:

- 1) The booking website is: boyd.schoolappointments.com/
- 2) Click on the “**Register**” tab (fill out all info on registration form) and then click ‘**Register Now**’ (**all parent accounts are deleted from the system at the end of each school year; you will need to create a new account even if you had one last school year**).






- 3) Click ‘**Login**’, then click ‘**Add a Student**’.
- 4) Type in your child’s name, click ‘**Insert New**’; repeat for each new student.
- 5) To make appointments, click the ‘**blue calendar button**’ on the far right of student’s name.

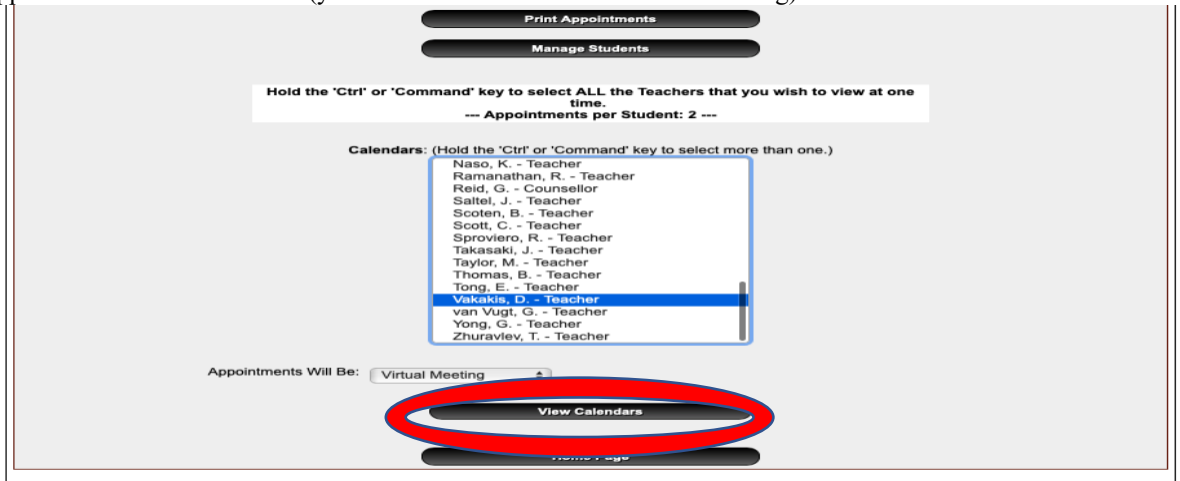


Name	
Mitch Marnier	 
Auston Matthews	 

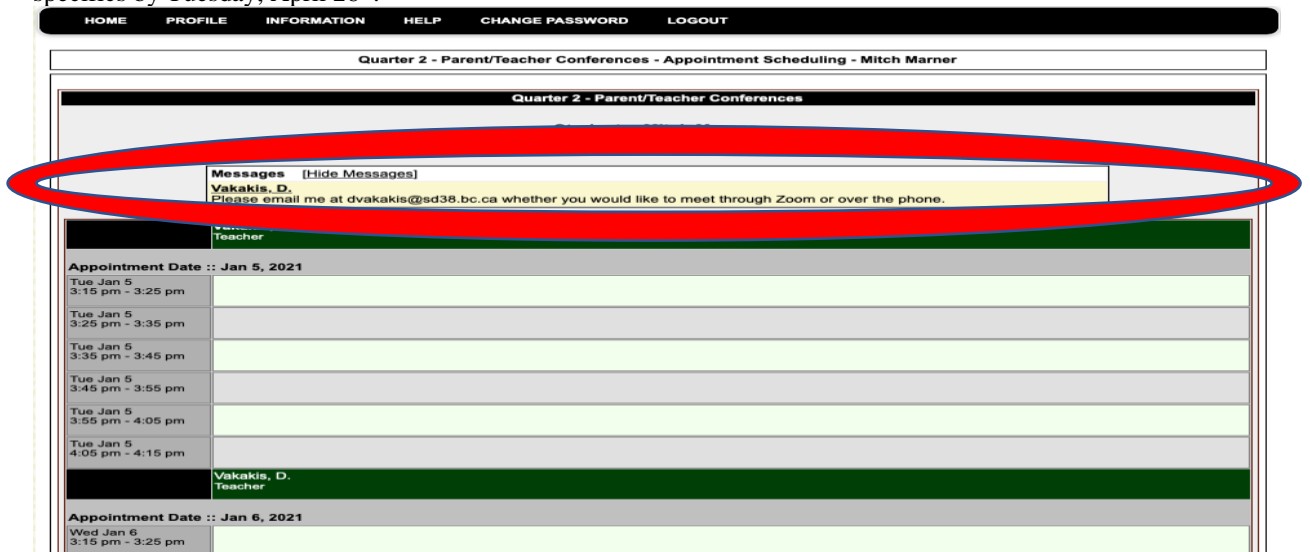
Insert New

To edit an entry, click  beside the name. To delete an entry, click  beside the name.
Click  to book appointments. You will select which calendars on the next screen.

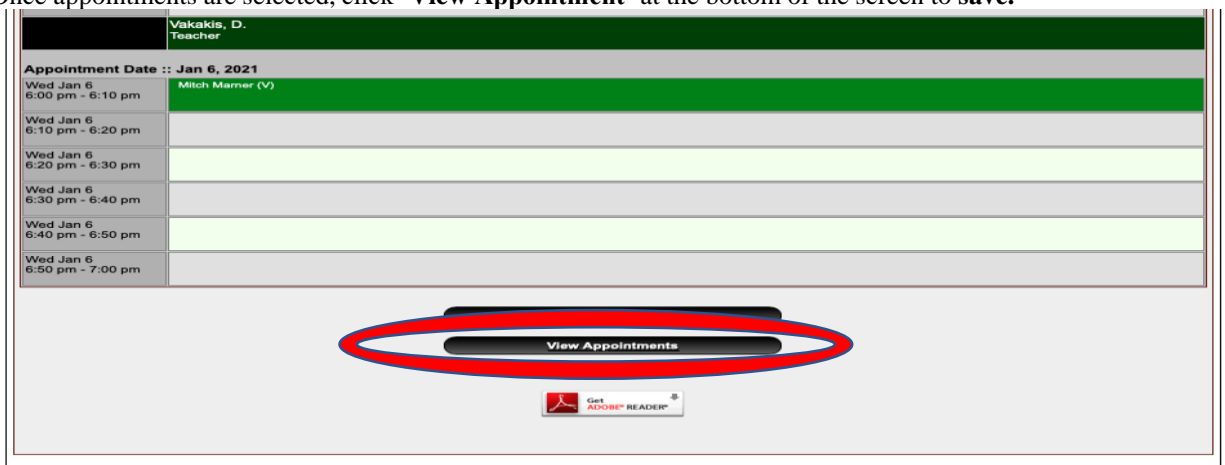
- 6) Select the teacher(s) you wish to book an appointment with and click **View Calendars**. **DISREGARD** the 'Appointments Will Be' button (you can leave it defaulted as virtual meeting).



- 7) The teacher may have a message indicating how you are able to meet (i.e. Teams, phone, or sending an email to indicate your preference). Please record any pertinent information such as an email, phone number, or Teams meeting link. If there is not a message, the teacher will communicate with you about the meeting specifics by Tuesday, April 26th.



- 8) Select the **date & time** by clicking into the box beside the time (Note: if the time selected is not available, you will not be able to select it).
- 9) Once appointments are selected, click '**View Appointment**' at the bottom of the screen to **save**.



- 10) You will now see all your appointment times. If not, click the '**Profile**' tab and select 'view appointments' on the pull-down screen.

To make changes/deletions after logging out:

- 1) Go into the website, 'Login', you do not need to register again
- 2) Click 'Manage Students'
- 3) Click the red (X) to delete appointment time; if you want to select a new date & time, click the '**Home**' tab and select '**Manage Student**' and click the '**Blue Calendar**'

The online booking system will be open for parents to make appointments from **Friday, April 22 until Tuesday, April 26 (3 pm)**