



# QUEEN OF ANGELS

## CATHOLIC ELEMENTARY & MIDDLE SCHOOL

In Partnership with St. Edward's Parish, Diocese of Victoria

Email: [qa@cisdv.bc.ca](mailto:qa@cisdv.bc.ca) Website: [www.queenofangels.ca](http://www.queenofangels.ca)

February 21, 2024

### In-Person Student-Led Conferences

Dear Parents/Guardians,

We are very excited to invite you to join your child(ren) in their Student-Led Conference, allowing them to host your visit to their classroom, and share examples of their Term 2 work. Please note that there can be up to 3 families in the classroom at one time.

Report cards will be sent home on Wednesday, March 6<sup>th</sup>, 2024. Student-Led Conferences for all students grades Kindergarten through Grade 9, will be held on Thursday, March 7<sup>th</sup> from 3:30pm to 8:00pm. School dismissal and after school bussing will run as usual on this day. **Please note, school will not be in session Friday, March 8<sup>th</sup>. School will re-open after our Spring Break closure on Monday, March 25<sup>th</sup>, 2024.**

During Student-Led Conferences, there will be a Book Fair in our Library, a PSG Turkey Soup & Bun Sale, as well as a Student Leadership Snack & Treat Sale. Thank you in advance for your support of these events.

We will be using the web-based scheduling program called **School Appointments** for parents to schedule their child(ren)'s Student-led Conference. This program is extremely user friendly. The site is open and available for registration and appointment scheduling from today, Wednesday, February 21<sup>st</sup>, to Thursday, March 7<sup>th</sup> @ 3pm.

Most families are registered in **School Appointments** from October's interview scheduling. Please click on the following link to log into your account <http://qofa.schoolappointments.com/>

If you are using this online scheduling program for the first time, please follow the instructions below to book your interviews. Should you have any questions, or require assistance, please contact the school at 250-746-5919, or e-mail our general mailbox at [qa@cisdv.bc.ca](mailto:qa@cisdv.bc.ca)

### School Appointments - Parent Instructions

1. Go to our school appointments web site <http://qofa.schoolappointments.com/>
2. Register for an account by clicking the "**REGISTER**" menu tab and filling in the on-line form. Choose a user id and password for yourself and then click the "**Register Now**" button.  
*\* Remember to write down your passwords for future Login.*
3. Add your children into the system by clicking the "**Add a Student**" button. Click "**Insert New**" button to add more children.
4. Click the "**date**" icon beside each child's name to schedule appointments. Select the staff you wish to book appointments with and the "**View Calendars**" button. Use the "**Ctrl**" or "**Command**" key to select multiple staff to view at the same time.



5. Click on available time slots to book your appointments to make your bookings.

Kindest regards, Office Admin Team