



QUEEN OF ANGELS

CATHOLIC ELEMENTARY & MIDDLE SCHOOL

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

Email: qa@cisdv.bc.ca Website: www.queenofangels.ca

October 1, 2024

Parent/Teacher/Student Interviews - October 9 & 10, 2024

Dear Parents/Guardians,

We are grateful and excited to invite you to our Parent/Teacher/Student Interviews, Library Scholastic Book Fair, and Parent Support Group Hot Dog & Bake Sale.

Parent/Teacher/Student Interviews will be held on October 9th & 10th, from 3:30pm – 5:00pm and 6:00pm – 8:00pm.

The purpose of this early interview is to affirm positive traits that each student has, and to discuss any concerns or habits that need to be addressed before too much of the year has passed. Report cards will be sent home on Wednesday, December 11th at the end of term one.

We will be using the web-based scheduling program called ***School Appointments*** for parents to schedule their child(ren)'s Parent/Teacher/Student Interviews. This program is extremely user friendly.

Please follow the attached instructions to book your interviews. Please note that parent and student information from the school appointments program is cleared out with the rollover of each school year. Parents who have used this program in past years, will need to follow the attached instructions and register as a new user.

Should you have any questions, or require assistance, please contact the school office at 250-746-5919, or e-mail our general mailbox at qa@cisdv.bc.ca

We look forward to seeing you all next week!

Kindly,

Queen of Angels Office Admin Team

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 Login password for our Spring Student-Led Conferences.*
** Parents who have used this program in past years, please note that you will need to "**Register Now**" as well, as parent/student information does not carry over from year to year.*
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.

