



*Ellison Elementary School*  
2400 FULTON ROAD • VERNON BC V1H 1S3  
Phone (250) 260-4176 • Fax (250) 260-3956



Principal: Mrs. Angela Utley

Vice Principal: Mr. Kyle Doerksen

October 16, 2020

Dear Parents/Guardians:

**The Fall Conferences, which involve parents, teachers, and students, will be held on the Early Dismissal Days: [Thursday, October 29<sup>th</sup>](#) and [Friday, October 30<sup>th</sup>](#). On these two days, students will be dismissed at 11:30 am.**

Teachers have established individual conference schedules that will be accessible through an online scheduling program. In order to support all of our students in developing and achieving their learning goals, the goal is to have a conference with each student and parent within the early dismissal dates. For those parents who are unable to participate in a conference on the designated early dismissal days, there are additional days available between October 19<sup>th</sup> to November 2<sup>nd</sup>. Please view the individual teacher availability schedule to select your preferred time and date.

Below are the website address and the instructions on how to book your appointments. There will also be a link on the Ellison website: <http://sd22.bc.ca/ellison/> . If you do not have access to a computer, please contact the school at 250-260-4176 for assistance.

Sincerely,

Mrs. Angela Utley & Mr. Kyle Doerksen

## School Appointments - Parent Instructions

1. Go to our school appointments web site: <http://ellison.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.
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.
6. Teachers will send you an email with a conference meeting link for the online conference time you have selected.

