



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

April 9, 2021

Dear Parents/Guardians:

The Spring Conferences, which involve parents, teachers, and students, will be held on the Early Dismissal Days: [Thursday, April 22nd](#) and [Friday, April 23rd](#). 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 appointments available between April 12th and April 23rd. 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. If you are a returning user, your children should still appear when you log in.
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. 
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.