
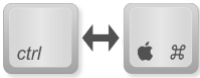


## School Appointments - Parent Instructions

Vernon schools will be having **ONLINE** Student/Parent/Teacher Conferences on Thursday, October 29, from 12:30 pm until 6:00 pm and Friday, October 30, from 12:30 pm until 2:30 pm. Students will be dismissed 3 hours early on both days. This means dismissal will be 11:21 am on both days.

We will once again use an online appointment program. Please follow the instructions below to go online to book your conference time. This will be available for parents from October 10th until October 16th at 3:00 pm.

\*\*\*If you are unable to attend on this day or if there are no time slots available, please let your child's teacher know and together you can set up an alternate time.\*\*\*

1. Go to our school appointments web site: <http://Hillview.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 and then click the "**Book Appointments**" button to save your bookings.
6. If you have any issues, please contact the school at 250-542-5465.

Please note that your child's teacher will send you a link to join the ONLINE MICROSOFT TEAMS meeting (video conference) for your conference. You will receive the link before your scheduled conference time.

Thank you!