



CARIBOO HILL SECONDARY SCHOOL ÉCOLE SECONDAIRE CARIBOO HILL

8580 - 16th Avenue, Burnaby, BC V3N 1S6

Tel: 604-296-6890

October 26, 2023

Dear Parent(s)/Guardian(s):

Parent-Teacher Conferences are scheduled for **Thursday, November 9th from 1:30 – 4:30 pm and 5:30 – 7:30 pm**. **This year's Parent/Teacher Conferences will be held virtually (video conferencing), and the school will be using an online software to book and host appointments.**

Please note the following:

- All bookings will be done online.
- Interviews will be 10 minutes in length. Select only teachers that your child has this school year. Please know the teacher's name before booking. You could find their names in My Education Portal.
- Most teachers are available for interviews; however, unavoidable absences might occur, or availability may be restricted.
- **November 9th: Students will be dismissed at 12:35 pm**
- **November 10th: Students will be dismissed at 2:00 pm**

Instructions for online scheduling:

- You can **start** scheduling appointments **on Monday October 30th at 9:00 am**. The website will be **closed** for bookings on **Friday, November 3rd at 3:00 pm**. Please book early as time slots will fill up quickly.
- You may log on to the website ahead of time to set up your account.
- You will need to remember login credentials when signing in, to be able to conference virtually with the teacher.
- The website address is: <http://www.parentinterviews.com/cariboo-hill-secondary>
- Click the **Create New Account** button – **Please see the attached "Parent Guide" for instructions.**
 - **If you had created an account last year – it will be same login credentials.**
- Enter your name, email address, phone number, and choose a password.
- Click **Continue**

To change/reset your password and schedule your appointments, please see the attached "Parent Guide".

<u>Schedule for Thursday, November 9th</u>		<u>Schedule for Friday, November 10th</u>	
FLEX	8:40 – 9:10	FLEX	8:40 – 9:30
Period 1	9:10 – 9:55	Period 5	9:30 – 10:20
Period 2	10:00 – 10:45	- Gr. 8 & 9 Remembrance Day Assembly	
Break	10:45 – 10:55	Break	10:20 – 10:30
Period 3	11:00 – 11:45	Period 6	10:35 – 11:25
Period 4	11:50 – 12:35	- Gr. 10, 11, & 12 Remembrance Day Assembly	
Student Dismissal	12:35 pm	Lunch	11:25 – 12:15
		Period 7	12:15 – 1:05
		Period 8	1:10 – 2:00
		Student Dismissal	2:00 pm

If you have any questions about Parent Teacher Interviews, please contact Meena Mangat – Vice Principal – Meena.Mangat@burnabyschools.ca.

Cariboo Hill Administrative Team