

St. Robert Catholic High School



**8101 Leslie Street**

**Thornhill, ON L3T 7P4**

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April 10, 2019

**Parent-Teacher Conference Information**

Dear Parents and Guardians of St. Robert Catholic High School:

We will be holding Parent-Teacher Interviews at the school on

**Thursday, April 25, 2019 from 3:30 - 5:00pm and from 7:00 - 9:00pm.**

Once again you will be able to schedule your Parent-Teacher Interviews online. If you wish to schedule a meeting with any of your child's teachers, please follow the instructions listed below.

\*\*You will be able to schedule appointments from

**Friday, April 12 after 6:00pm until Thursday, April 25 until 12:00pm.**

**Instructions:**

1. Go to the St. Robert-Parent Interview scheduling website at <https://srchs.parentinterview.com>

(A link to the scheduling website will also be posted on the St. Robert school website in the event you are having trouble accessing it)

2. Enter your child's 9-digit Ontario Education Number (OEN) and click "Sign in"

 (**You can find your child’s Ontario Education Number on their report card**)

3. Fill in your contact information and click "Continue to Make Appointments"

4. Click on the name of a teacher with whom you wish to schedule an appointment

5. Click on "Available" for a time at which you wish to meet with that teacher

6. Repeat Steps 4 and 5 until you have scheduled all the teachers you wish to see

7. Click on "My Schedule" (top left of the page)

8. Print out (or copy down) your schedule and bring it with you

You will be allowed to schedule appointments with up to 5 teachers. Should you wish to delete an appointment you have made, click on "Delete" next the meeting to remove it from your schedule. Once deleted, that time slot will become available for other parents.

If you misplace your schedule, you will be able to retrieve it from the website at any time using your child’s OEN.

If you experience any difficulties using the service you may contact the school or email support@parentinterview.com.

If you do not have access to the internet, please call the Parent-Interview toll-free at 1-866-810-0076, and someone will be happy to make your appointments with you.

We look forward to seeing you on **Thursday, April 25, 2019**.

Sincerely,

The Teachers and Administration of St. Robert Catholic High School