Dear VMC Parents,

**We look forward to seeing you IN-PERSON on Thursday, November 16th for the Parent-Teacher Interviews.**

Priority was given to parents who received a personalized email on Friday.

The parent community can now book a session in order to meet with a teacher.  The booking app is open and will close Wednesday at 11am therefore reserve your session as soon as possible.  Reminder that spots are limited.  You can communicate with teachers at anytime if you have questions.  Please give them two work days to respond.

**The Parent-Teacher Interview evening is an opportunity to meet with teachers to discuss your child’s progress and to work together - parent, student and the school.**

**The first term report card is available online through Mozaik as of Tuesday, November 14th.**

We hope that you take the opportunity to review your child’s report card through the Mozaik parental portal found at [https://portailparents.ca/accueil/en/](http://track.spe.schoolmessenger.com/f/a/731V-MtszKjjjpgD51na8g~~/AAAAAQA~) .

If you require assistance to access Mozaik, please contact our school organization technician, Ms. Taddio, at [gtaddio@emsb.qc.ca](mailto:gtaddio@emsb.qc.ca) .

Our teachers look forward to seeing you on Thursday evening.  For students with IEPs, the support staff will also reach out to set-up IEP follow-ups.  Our guidance counsellors will also be available to meet with you.

Refer to instructions below to facilitate the booking of your appointment(s).  The link to the booking app is the last thing that appears in this email.

Thank you for your time and attention.

Sincerest Regards,

|  |  |  |
| --- | --- | --- |
| Ms. Cristiano, Principal  Secondary 5 Academics  [fcristiano@emsb.qc.ca](mailto:fcristiano@emsb.qc.ca) | Ms. Juhasz, Vice-Principal  Secondary 1 and 2 Academics  [cjuhasz@emsb.qc.ca](mailto:cjuhasz@emsb.qc.ca) | Mr. Timpano, Vice-Principal  Secondary 3 and 4 Academics  [vtimpano@emsb.qc.ca](mailto:vtimpano@emsb.qc.ca) |

**Instructions to Book a Parent-Teacher Interview**

**Please have your child’s schedule or report card on hand in order to fill in the booking fields correctly.**

Parents who receive an individualized invitation and are unable to attend the Parent-Teacher Interviews are asked to email the teachers in order for them to arrange another date/time to meet next week during regular school hours

1.   Click the link below which will open the Booking Page.

2.   Select the booking service that has your **teacher’s first letter** of their family name (PTI Teacher Name A-F, PTI Teacher Name G-O  **OR**   PTI Teacher Name P-Z); Select the time.

(Do not select more than one time-slot with the same teacher.  We will delete double bookings.)

3.   Keep track of your appointments while using the booking app to avoid reserving two appointments at the same time.

It is recommended to leave a 10 minute interval between bookings in order to give yourself the time to move from one session to the next and account for potential delays.

4.   **Indicate your child’s family name, first name, grade level, and the phone number where the teacher may reach you.**

5.**Review the email address indicated before submitting the booking, as the confirmation for the interview will be sent to that specific email.**The interviews are in-person ONLY although you will receive a online invite.

Important information:

Teachers have been asked to respect the allotted time and they will stop the interview if time is up to move on to the next appointment.

If you need more time with any particular teacher, we kindly ask that you make arrangements towards the end of your discussion and decide when it would be the best time to reconnect.

Parents without appointments are not guaranteed to be able to see a teacher as priority will be given to those with appointments.

**Link to the Booking App:** <https://outlook.office365.com/owa/calendar/VMCParentTeacherInterviews@eduemsbqc.onmicrosoft.com/bookings/>