Friday, October 12th, 2018

**Parent/Teacher Interview Afternoon/Evening**

**Thursday, November 1st, 2018**

**2:00 – 4:00 pm & 6:00 – 8:00 pm**

We would like to invite ALL parents/guardians to our Semester One Parent/Teacher Interview Afternoon/Evening. We feel that parent/teacher interviews play a vital role in establishing and maintaining effective communication between the A.Y. Jackson staff and the parents/guardians of their students.

This school year parents/guardians will be able to book appointments with our teachers online **from Tuesday, October 16th at 9:00 am until Tuesday, October 30th at 4:00 pm.** The instructions are printed on the reverse side. **You will need your child’s student number in order to log on**. You can find your child’s student number on his/her timetable or on his/her student card.

We look forward to seeing you on Thursday, November 1st, 2018.

Sincerely,

P. Paputsis

Principal

**INSTRUCTIONS FOR ON-LINE-PARENT-TEACHER-BOOKING:**

* To schedule an appointment to see your child’s teachers, visit [**www.ayjackson.ca**](http://www.ayjackson.ca)
* Go to the “Parent/ Teacher Interview Booking” tab on the left.

There is a link to the sign-up system as well as step-by-step instructions on how to use the system.

* **REMINDER!**

* To use the online booking system, you need to register for an account and add your child / children to the system prior to scheduling appointments.
* The **School Access Code** **M2H2G6**,(UPPERCASE letters, no spaces), is required to create an account.
* You must also know the names of your child’s teachers in order to schedule your appointments. They can be found on your child’s timetable.

**✓ Available Tuesday, October 16th at 9:00 a.m. – Tuesday, October 30th at 4:00 p.m.** Appointments are on a first-come, first-booked basis.

* For **Technical Issues/Problems**, please contact Iris Lam at: [Iris.Lam@tdsb.on.ca](mailto:Iris.Lam@tdsb.on.ca).
* For **Booked Time Slot Issues/Problems**, please contact the course teacher directly (see page 4, Student Agenda, for teacher contact information).