

**Kipling Collegiate Institute**  
**Parent/Caregiver – Teacher Conference Information**

Dear Parents and Caregivers,

We will be holding **Parent/Caregiver-Teacher Conferences at the school on Thursday, April 4<sup>th</sup>, 2024<sup>th</sup> from 1:00 – 3:00 pm and 6:00 – 8:00 pm**. This semester, you will be able to schedule your Parent/Caregiver-Teacher Conferences online. If you wish to schedule a meeting with any of your child's teachers, please follow the instructions further down the page.

There will be light refreshments provided and **translators on hand for the following languages: Arabic, Dari, Somali, Spanish, and Urdu**.

You will be able to schedule appointments **starting Thursday, March 28<sup>th</sup> at 9:00 am until April 4<sup>th</sup> at 1:00 pm**.

**Instructions**

1. Prepare a list with the names of each teacher you would like to meet
2. Go to the KCI scheduling website at <https://parentinterview.com/s/kci>
3. Enter your child's 9-digit student number and click "Sign In"
4. Fill in your contact information and click "Continue to Make Appointments"
5. Click on the name of a teacher with whom you wish to schedule an appointment
6. Click on an available time at which you wish to meet with that teacher
7. Repeat Steps 5 and 6 until you have scheduled all the teachers you wish to see
8. Click on "My Schedule" (top left of the page)
9. Email, print out or copy down your schedule

Should you wish to cancel an appointment you have made, click on "Cancel" beside the meeting you wish to have removed from your schedule.

If you misplace your schedule, you may use your child's student number to retrieve your schedule from the website at any time.

If you experience any difficulty using the service, please email [support@parentinterview.com](mailto:support@parentinterview.com)

We look forward to speaking with you.

Sincerely,

The Teachers and Administration of Kipling Collegiate Institute

