



## SHANNON LAKE ELEMENTARY

3044 Sandstone Drive Westbank, B.C. V4T 1T2 Phone (250) 768-1553 Fax - (250) 870-5073

Dear Shannon Lake Elementary School Families,

The Shannon Lake staff is looking forward to getting to know you and your child a little better at the upcoming Fall Intake Conferences (Parent/Teacher Conferences). The Conferences are scheduled for **Thursday September 20<sup>th</sup>** and **Friday September 21<sup>st</sup>**, both of which are Early Dismissal days. **Dismissal for these days is 12:30.** Please see the **Parent Instructions** below in order to book Conference(s) for your child(ren). You'll find that each teacher has created a personalized schedule that may include opportunities to book a Conference on a different day that week. We'd request the following:

- 1) When booking for more than one child, do not schedule back to back meeting times. Conference appointments run every fifteen minutes. It would be best to give yourself 15 minutes to transition from classroom to classroom rather than rushing or arriving late. This will help maximize the time we have to meet with you.

Please note that some teachers may be hosting open houses and will send home specific information for their class.

We appreciate your help as we initiate this on line system. If you experience difficulty please do not hesitate to email me your questions directly: [laurie.fraser@sd23.bc.ca](mailto:laurie.fraser@sd23.bc.ca)

Take care,

Laurie Fraser  
Vice-Principal – Shannon Lake Elementary School

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**\*\*\*REGISTRATION OPENS FRIDAY, SEPTEMBER 14 AT 7:00AM AND CLOSSES ON WEDNESDAY, SEPTEMBER 19 AT 4 PM.**

### School Appointments - Parent Instructions

1. Go to our school appointments web site: **shannonlakeelementary.schoolappointments.com**
2. Register for an account by clicking the "**REGISTER**" menu tab and filling in the on-line form. Choose a user id and password for yourself and then click the "**Register Now**" button.
3. Add your children into the system by clicking the "**Add a Student**" button. Click "**Insert New**" button to add more children.
4. Click the "**date**" icon beside each child's name to schedule appointments. Select the staff you wish to book appointments with and the "**View Calendars**" button. Use the "**Ctrl**" or "**Command**" key to select multiple staff to view at the same time.



5. Click on available time slots to book your appointments and then click the "**Book Appointments**" button to save your bookings.