## R.A. McMath Secondary School



# Parent-Teacher Conference Booking Instructions

November 19-20, 2025

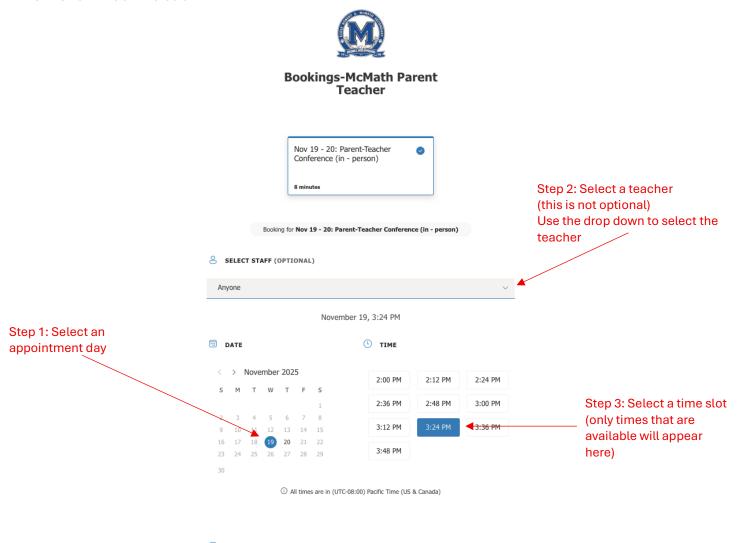
#### **Key Information:**

- Conference slots are in-person at McMath for 8 minutes each.
- Conferences on...
  - o November 19 are from 2-4pm
  - o November 20 are from 2-4pm and 6-8pm
- Parents/Guardians should only book ONE slot per teacher. If more time is needed, please connect with the teacher to schedule.
- Parents/Guardians will receive an email confirmation after booking the appointment.
- Appointment booking system will OPEN at 6pm November 14<sup>th</sup> and END at 4pm November 18<sup>th</sup>.
- If you are unable to book a time slot, we encourage you to reach out to the teacher directly. <u>Click here</u> for our staff e-mail directory.

#### **How to Book an Appointment:**

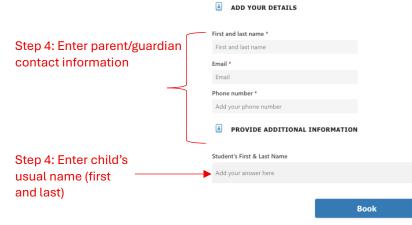
Visit McMath Parent-Teacher Conferences

- 1. Select an appointment day
- 2. Select a teacher
- 3. Select a time slot.
- 4. Enter your contact information and child's usual name.
- 5. Click "Book" to submit.



Step 5: Click "Book"

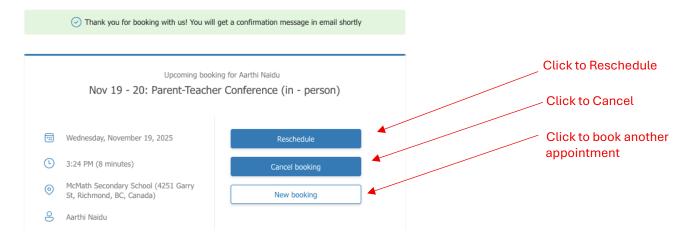
to submit



#### **Booking Complete:**

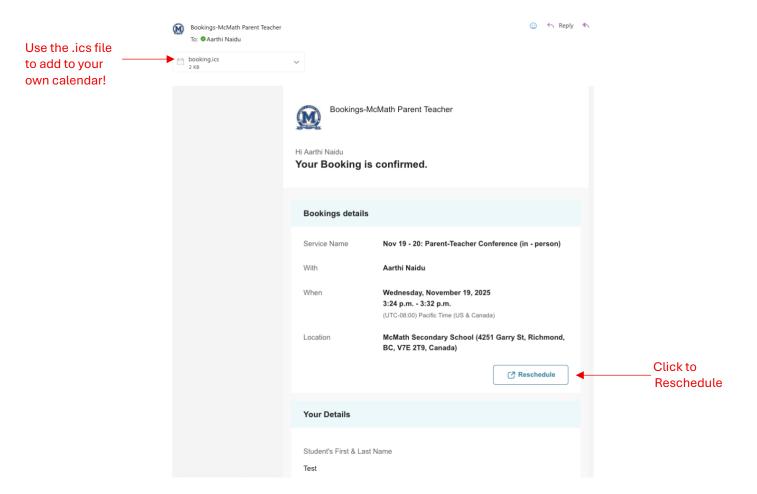


#### Bookings-McMath Parent Teacher



## **Booking Confirmation:**

- After booking your appointment, you will receive a confirmation email with the details (see below).
- If you need to reschedule an appointment, please use the 'reschedule' bottom at the bottom of the email. Note: You will not be able to reschedule an appointment after 4pm November 18, 2025.



### **Support:**

- Please refer to this step-by-step guide
- o If you have any questions or concerns, please contact McMath Secondary School at <a href="mcmath@sd38.bc.ca">mcmath@sd38.bc.ca</a> or 604-718-4050.