



# Gibson Elementary School

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January 27, 2020

**STUDENT LED CONFERENCES - FEBRUARY 6, 2020**  
**Parent Connect will be available for bookings on Tuesday, January 28 at 8:30 am and will close on Wednesday, February 5<sup>th</sup> at 4:00 pm.**

Dear Parents/Guardians:

Our teachers and students are looking forward to having you attend their "Student Led Conferences" on February 6<sup>th</sup> from 2:10-6:00 pm (last appointment at 5:30pm). This style of conferencing is based on the rationale that the students are capable of taking responsibility for their work and reporting progress to parents. The students have been collecting samples of work and practicing communication skills for the interview with you.

It is very important to your child that you attend and allow them to share their learning experiences with you. As this is a special time for your child to communicate with you, please make other arrangements for your preschoolers. Appointments are scheduled every 20 minutes.

We will be using our simple online booking system for our Student Led Conferences. **Parents will be able to start booking appointments on Parent Connect as of 8:30 am on Tuesday, January 28<sup>th</sup>.** Conferences may be booked up to and including Wednesday, February 5<sup>th</sup>, but it is strongly recommended that parents book as soon as possible to get preferred time slots.

How to book appointments:

1. Sign in to your Parent Connect account  
<https://cimsweb.deltasd.bc.ca/schoolconnect/parentsignore.aspx>  
**If you have trouble signing onto Parent Connect and you have tried clicking on 'forgot my password', please contact the office to verify that we have the correct email address on file.**
2. Select the 'intrvw' tab at the top of the screen (Parent Interview Schedule)
3. Select the child for which you want to schedule appointments (if there is more than one child in the family, use the drop down selection box to select the appropriate child – password should be the same for each child to be able to do this)
4. Select the Homeroom Teacher ID in the **Select a Teacher** field. The available schedule will be displayed in date/time order making it easy to scroll down through the list and select the best available time. The selection will be moved to the panel on the right.

If you select a specific Teacher, or a specific date, or a specific time range, and the system does not display any time slots, then that means there are no appointments available for the Teacher for that date and for those times.

5. If you want to cancel an appointment immediately after you selected it, just click on the 'cancel' button. If you want to cancel an appointment after you either moved on to the next child or left the program, go back and select the appropriate student and teacher and click on the 'cancel' button for the selected appointment. Your appointment will be cancelled and removed from the list on the right.
6. Print a hard copy of your interview schedule once you have made all your appointments and bring this schedule with you to the school. The interview schedule will indicate where each teacher is located in the school.

If you require any assistance please contact the school office.