



Northview Heights S.S.

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Toronto, Ontario M2R 1N6
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Tuesday, April 17, 2018

Parent/Teacher Interview Afternoon/Evening Tuesday, April 17, 2018 2:00 – 4:30 pm & 5:30 – 8:00 pm

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

This school year parents/guardians will be able to book appointments with our teachers on-line **from Wednesday, April 4 at 9:00 a.m. until Monday April 16 at 11:00 p.m.** The instructions are printed on the reverse side. **You will need the student number in order to log on.** You can find your child's student number on his/her timetable or on his/her photo id card. If you do not have access to the internet or having difficulty booking the appointments, please call the toll-free number at 1-866-810-0076 and someone will be happy to make your appointments with you.

We look forward to seeing you on Tuesday, April 17, 2018.

Sincerely,

A. MacLachlan
Principal

Parent-Teacher Conference Information

Dear Parents and Guardians of Northview Heights Secondary School,

We will be holding Parent-Teacher Interviews at the school on Tuesday, April 17, 2018 from 2:00 - 4:30 pm and 5:30 - 8:00 pm. This semester, you will be able to schedule your Parent-Teacher Interviews online. If you wish to schedule a meeting with any of your child's teachers, please follow the instructions printed further down the page.

You will be able to schedule appointments from **Wednesday, April 4th at 9:00 am until Monday, April 16th at 11:00 pm.**

Instructions

1. Prepare a list with the names of each teacher you would like to meet
2. Go to the Northview Heights-parentInterview scheduling website at <https://nhss.parentinterview.com>
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 "Available" for a 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. Print out (or copy down) your schedule and bring it with you

You will be allowed to schedule appointments with up to 6 teachers. Should you wish to delete an appointment you have made, click on "Delete" beside the meeting you wish to have removed from your schedule. If you decide to delete an appointment, that time slot will become available for other parents. There are no guarantees that you will be able to reschedule that appointment.

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

If you do not have access to the internet at home or in the workplace, please call parentInterview toll-free at 1-866-810-0076, and someone will be happy to make your appointments with you.

We look forward to seeing you.

Sincerely,

The Teachers and Administration of Northview Heights Secondary School