



# TAMANAWIS SECONDARY SCHOOL

12600 66 Avenue, Surrey BC V3W 2A8

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www.tamanawis.com



April 10<sup>th</sup>, 2024

## PARENT / TEACHER LEARNING CONFERENCES

To Tamanawis Parents or Guardians,

Our Parent / Teacher Learning Conferences for second semester will be on:  
**Thursday April 25<sup>th</sup>, 2024 between 3:00 PM – 6:00 PM.**

This is an opportunity to participate in your child's education, find out how your child is progressing and what you can do to best support them. We encourage you to attend with questions and concerns. Please note that **ALL appointments must be booked online before Wednesday April 24<sup>th</sup> @ 11:59 PM (First Come First Serve).**

There will be two separate booking calendars for our teachers and counsellors:

1. Teacher Conference Bookings:  
Each appointment is **10 minutes in-person ONLY**
2. Counsellor Conference Bookings:  
Each appointment is **15 minutes in-person ONLY**

Once you have read the instructions on the next page, please visit this website to register (if you have not done so in November 2023): <https://tam.parentconferences.net/admin/>. You will be able to book appointments with your child's teachers when the site is open on the following dates:

Start time: **Friday April 12<sup>th</sup> @ 8:00 AM**

End time: **Wednesday April 24<sup>th</sup> @ 11:55 PM**

*\*Reminder: Please leave a 10-minute gap between your appointments in order to get from one classroom to another classroom. E.g. Appointment #1 at 3:00 PM and Appointment #2 at 3:20 PM*

If you are not able to book an appointment with teachers, you are welcome to email the teachers directly. All the email addresses for our teachers and counsellors are listed on the school website at [www.tamanawis.com](http://www.tamanawis.com) under **Our School** tab > **Staff Directory**. If you have any questions or concerns, please contact the school.

Thank You.

Tamanawis Secondary School

## Parent / Teacher Learning Conferences - Bookings Instructions

1. Go to our *School Appointments* booking website: <https://tam.parentconferences.net/admin/>
2. Please register for an account by clicking the “**REGISTER**” menu tab and filling in the online form. Your email address will be the user ID to login to the system.
3. Add your children into the system by clicking on “**Add a Student**” button. If you have more than one student, click on “**Insert New**” to add more children.
4. Click the “date” icon  beside each child’s name to schedule bookings **when the bookingsite is open**.
5. Select the teachers you wish to book appointments with. Hold the “Ctrl” key (for PC) or “Command” key (for Mac) to select multiple teachers to view at the same time.
6. Select the meeting type (if applicable): Telephone ONLY this time
7. Click the “**View Calendars**” button to make bookings.
8. Click in the available time slot to book your appointment.

Student :: [Redacted]

Please click on a time slot to make a booking (10 minutes duration) between 3 - 6 PM. To cancel a booking, click on the highlighted time slot again. You can make maximum of 6 teacher appointments for each student.

Bains, P	Burn, P
Appointment Date :: Apr 21, 2022	
Thu Apr 21 3:00 pm - 3:10 pm	
Thu Apr 21 3:10 pm - 3:20 pm	

Once an appointment time has been selected, it will change to green.

9. Repeat the same procedure if you have another child by clicking on the date icon beside the child’s name.
10. You can print your schedule of conferences by clicking on “**Print Appointments**” button.

Date and Time	Student	Teacher
April 30 @ 03:10pm	Bob Smith	M. Cantaloupe
April 30 @ 03:20pm	Bob Smith	M. Orange