

Parent Instructions to Book Princess Margaret Parent/Teacher Interviews

We've had to split our staff into three different booking calendars. These calendars are sorted by last name and can be accessed by clicking the links in the email that this attachment was sent with.

The groups that teachers are sorted into are:

Link #1: Arora – Heer

Reema Arora	Nabdeep Bains	John Baird	Kristy Basran	Les Bezeredi
Sukhjit Bhattal	Arshbir Bhullar	Rupinder Bhupal	Ingrid Callagan	Aman Chhina
Ann Choe	Mark Chow	Raubi Dillon	Sylvia Eisma	Masoumeh Emamverdi
Chris Fahlman	Cassandra Grohmann	Rachel Hartt	Julia Hassell	Rupa Heer

Link #2: Hehar – Payne, Greg

Amanpal Hehar	Ben Herrel-Woods	Leanne Hildenbrandt	Chris Hogan	Hari Im
Jas Johal	Devinder Kaila	Lisa Kingsland	Drew Kowalenko	Tyler Kuhn
Margaret Kyle	Justin Lam	Jessica Leong	Evonne Lin	Dawinder Mann
Drew Milne	Peter Nikkel	Alex Obukhov	Manjit Panesar	Greg Payne

Link 3: Payne, Stephanie – Wong

Stephanie Payne	Jim Quan	Ranbir Ranu	Sylwia Rosolski	Peter Sahota
Pam Sandhu	Kevin Sanghara	Tine Sengara	Gurinder Sidhu	Joe Sihota
Jasmine Singh	Manu Singh	Halina Stanczyk	Mariam Toma	Lucky Virk
Joe Vizvary	Ray Webber	Scott Winstone	Alexazandria Wong	Terence Wong

Step 1:

Once you've clicked the link, it will take you to a page that looks like this; please click on November 25 in the calendar:

The screenshot shows a calendar interface for 'PM Parent Teacher Interviews #2'. At the top, a dark blue header contains the title. Below it, a dark blue box provides details: 'Individual Parent/Teacher Interviews', '10 minutes', and 'Free'. The main calendar area is for 'November 25'. On the left, a calendar grid shows the month of November 2021, with the 25th highlighted. On the right, there is a 'Select staff (optional)' dropdown menu currently set to 'Anyone'. Below the dropdown, a grid of time slots is displayed for the 25th, ranging from 2:30 pm to 5:50 pm in 10-minute increments.

Step 2:



To select a staff member, click the down arrow under Select Staff. Even though it says optional, you must select the teacher that you want to speak to. Scroll through the list to select the teacher.

This screenshot shows the 'Select staff (optional)' dropdown menu. The menu is open, displaying a list of staff members. The first option is 'Anyone'. Below it, four staff members are listed, each with an 'Available' status: Hari Im, Manjit Panesar, Chris Hogan, and Tyler Kuhn.

Step 3:

Once the teacher is selected, you can reserve an available time to speak with that teacher.

Select staff (optional)

 Michael Sweeney 


2:30 pm	2:40 pm	2:50 pm
3:00 pm	3:10 pm	3:20 pm
3:30 pm	3:40 pm	3:50 pm
5:00 pm	5:10 pm	5:20 pm
5:30 pm	5:40 pm	5:50 pm
6:00 pm	6:10 pm	6:20 pm

Step 4:

After you've selected the time slot, scroll down to the bottom of the page to enter your contact information. Please include your name, your email address, your phone number, and the student's name in the Notes section. Once all of that is complete, hit book.

Add your details

<p>Paulo Sarmento</p> <hr/> <p>sarmento_p@surreyschools.ca</p> <hr/> <p>Address (optional)</p> <hr/> <p>6045945458</p> <hr/>	<p>Please let us know if you have any special requests. Thank you.</p> <div style="border: 1px dashed gray; padding: 5px;"><p>My son's name is Don Kidd</p></div>
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Step 5:

A message confirming your booking will appear and you will receive an email at the email address that was entered.

Thank you for booking with us!

You will get a confirmation message in
email shortly



OK