



FALL 2025 PARENT TEACHER CONFERENCES

Fraser Heights will use an online appointment booking process for the upcoming **Face to Face Parent/Teacher Conferences**. There are a few simple steps you will need to follow to be able to book an appointment for your son or daughter.

First, you will need to register your son or daughter and create a user profile. This step will only need to be completed once in a school year. Once you have a user name and password, you will be able to login to the system and book appointments for subsequent Parent/Teacher Conferences for this year. **This step needs to be completed each year, usernames and passwords are deleted at the end of each school year.**

1. Proceed to the following website: [School Appointments - Fraser Heights Secondary](#)
You may also access the appointment system by following the link on Fraser Heights website at: [Fraser Heights \(surreyschools.ca\)](#)
2. Once in the system, you will need to register you son(s) and/or daughter(s).
Click on the "register" button in the top right corner of the site.
Complete all fields and create a user name and password (first time only).
3. Once you have completed the registration page, you will need to add your child/children. Once again, you will only need to do this step once.

If you have more than one child, click on the "insert new" button to continue adding children.

4. Once your children have been added, you may create appointments by clicking on the "manage students" button and the parent teacher interview time listed to the right of your child.

PLEASE NOTE THAT BOOKING PARENT/TEACHER CONFERENCES FOR OCTOBER 21st WILL BE AVAILABLE FRIDAY, OCTOBER 17 AT 8 AM AND WILL CLOSE ON MONDAY, OCTOBER 20 AT 11 PM.

EARLY REGISTRATION IS STRONGLY RECOMMENDED, APPOINTMENTS FILL UP FAST.

5. Before you book the appointments you will need to know who your child's teachers are, please ask your child or you can see your child's timetable by signing into the MyEdBC portal at <https://www.myeducation.gov.bc.ca/aspen/logon.do>. Please <mailto:fraserheights@surreyschools.ca> to have your account reset if you are having trouble signing into the MyEdBC portal. **Resets can only be done during regular office hours Monday-Friday 8am to 3 pm.**
 6. To book an appointment, scroll through the list of teaching staff and click on each name. You can do this individually or you may hold the "ctrl" key to click on the teachers your son or daughter has for this semester. Click the "view calendars" button and select a time. You are able to book up to 6 appointments per child. Repeat same instructions if you have a second child. If you cannot book a particular teacher they may be fully booked. If we know a teacher is not available for appointments there will be a message telling you this and you won't be able to book an appointment with them.
 7. If you are not able to participate in Parent/Teacher Conferences on October 21st or if you find the teacher you would like to see is also fully booked, you can email the teacher or call the school and ask to speak to your child's teachers. You can find their email addresses on our website at [Staff Directory \(surreyschools.ca\)](#).
 8. If you are having difficulty with any aspect of the system, try "help" and click on "instruction guide for parents" button or contact the school. If you are still having difficulty or do not have internet access, please call the school at 604-582-9231.
 9. When done, simply click on the "logout" button to end your session. The system automatically saves, so there isn't a save button you need to click. An e-mail reminder will be sent the day before the scheduled interview times.
- *** If you need to change your schedule after October 20th, please call the school and ask to speak to your child's teachers, or you can find their email addresses at [Staff Directory \(surreyschools.ca\)](#)