



White Rock Elementary School

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**INSTRUCTIONS TO BOOKING A PARENT TEACHER CONFERENCE
ON-LINE**

Dear Families:

On Wednesday, November 21st and Thursday, November 22nd we will be having early dismissal at 1:27pm to host Student Led Conferences or Parent Teacher Interviews.

Please read the information below to book your appointments.

1. Go to web site <http://wre.schoolappointments.com> and click on the "REGISTER" menu tab and create an account. Then login and add your students to the system.
2. After the students have been entered, you will be able to schedule an appointment immediately by selecting a teacher and clicking the "Book" button.
3. Select an available time slot, click it and then click the "Book Appointments" button.
4. Repeat this for each student.

When you are finished, you can view your appointments from the "PROFILE" tab by selecting "View Appointments". You can also print your appointments from the view screen.

Please note that some teachers may communicate their booking times via a class letter and are not using the online booking system.

Best Regards,

Zahara Rawji
Principal

Abby Swansburg
Vice Principal