



école élémentaire • elementary school

School District No. 83 (North Okanagan-Shuswap)

Instructions for Booking a Student/Parent/Teacher Conference

As part of the school district's reporting format, parents and their children are to meet with the child's teacher to do some goal-setting, and talk about how to support the child in reaching his/her goal(s). Please go through the following instructions, so you are able to book a time for when you and your child can attend a conference with the teacher. The main conference date will Thursday, November 21st (some teachers have additional dates).

1. Go to the Bastion homepage and scroll over **Information For...**, then scroll over **Parents**, and select **Parent Connect**.
2. Enter the email address you have provided the school (the email where you get all of Bastion's newsletters and email reminders).
3. Enter your password (select **Forgot My Password** if you can't remember). If you have never signed on to Parent Connect, select **Get Initial Password**. You'll have to check your email to get the password that has been provided for you. There are instructions and a video to view, if you are having difficulty signing on to Parent Connect.
4. If you are having difficulty signing on to Parent Connect, please feel free to call the school. If you are in front of your computer, one of our secretaries can walk you through the log-on process.

The hardest part is done!

5. Select the child you wish to schedule a conference, from the drop-down menu.
6. Select **Interview** in the top tool bar. Select **Parent Interview Schedule**.
7. Scroll down, until you can see a series of 15 or 20 minute time slots. Choose a time for when you and your child can meet with the teacher. Click **Select** beside the time you want.
8. If you choose to, you should be able to print a confirmation of your time.
9. You can then logout.

Please be sure to complete this by Monday, November 18th.