

February 2025

Dear Parents/Guardians of WGSS students:

Parent-Teacher interviews will be held on Wednesday, March 12th and Thursday, March 13th. Students will be dismissed at 1:55pm. Appointments will take place on Wednesday from 2:20pm to 4:30pm, and on Thursday from 2:20pm to 7:30pm, with a dinner break for teachers from 5–5:50pm.

Appointments are booked online for in-person interviews. Online booking allows you to select your appointments to suit your schedule. It will also allow you to coordinate meeting times if you have more than one child. If you are not available for an in-person meeting on March 12th or 13th, please reach out to the teacher directly to book a Teams or phone appointment for another day.

You will be able to register your student(s) and book your interviews online beginning Friday, February 28th at 3:30pm, until 11:59pm on Sunday, March 9th for Parent-Teacher Interviews on March 12th and 13th, 2025.

Parent Registration:

Please go to <https://wgss.schoolappointments.com/>, click on the “Register” tab and fill in the registration form to create an account. Once you have successfully registered, you can login to the system using your new user ID and password. You must register **each** of your children with the “add a student” button. **Please note that even if you registered for appointments in previous sessions, you must re-register for the March 2025 session.**

To Book Appointments:

Select Teachers

You can schedule appointments for any student you have added to the system by clicking on the “Book Appointments” icon to the right of the student’s name. You are then taken to a page where you can select the teachers with whom you wish to meet. Multiple teachers can be selected by using the “Ctrl” key on a PC keyboard or the “Command” key on a Mac keyboard.

Teacher Appointment Calendars

You will be shown the calendars of the selected teachers. It shows appointment times that are available for booking. You may select appointment times by simply clicking the check boxes or by clicking in the time block beside the check box. Once an appointment time has been selected it will change to green.

It is not possible for you to select more than one appointment at the same time or to select more than one appointment with the same teacher.

Parents with More Than One Student

If you have more than one student at the school, the teacher appointment calendars will have an additional feature displayed when the second (or third, etc.) student bookings are made. If a sibling has an appointment booked, the student's name will be displayed for you, thus making it easier to book adjacent appointments.

Appointments Booked Successfully

Once the appointments are booked, the screen will display the list of appointments for the student. If you click on the "Return to Home Page" button, you will return to the home page with your students and appointments listed. You can book additional appointments or book appointments for another student.

Printing Parent Appointment Schedule

From the home page it is possible for you to generate a PDF document with the list of your appointments. By clicking on the "Print Appointments" button a window will pop-up asking you what you wish to do with the document. Google Chrome is the recommended browser to use.

Parent Schedule PDF

The generated PDF will list the appointment times, the student, and the teacher with whom the appointment is booked.

Reminder: You will not be able to make an appointment until the session opens for booking on Friday, February 28th at 3:30pm.