

Step 1: Click on “Click Here to Register”



Welcome Palmer Griffins!

Welcome to the on-line parent-teacher conference booking system for **R.C. Palmer Secondary School**. Here you will be able to create an account, and schedule conference appointments for you to meet with your child's teachers.

Before you can book appointments, you must set up an account by clicking on the "REGISTER" tab above.

Remember to record your login ID and password to make any changes to your appointment times in advance of the conferences, and also to allow you to book appointments for future parent-teacher conferences.

Please note, you will need the names of your child's teachers in order to book appointments.

Teachers will be conducting conferences from their classrooms. For a list of teachers' room numbers and a school map, please visit the Palmer website <https://palmer.sd38.bc.ca/news/2023/02/parent-teacher-conferences-account-set-and-booking-appointment-information>

All appointments are 15 minutes long, and in an effort to keep appointments running on schedule, **we ask that parents make every effort to be on time to their appointments**. Please take into consideration the travel time necessary to get from one appointment to the next, therefore, we caution you when booking appointments back to back.

Please note, **teachers will not be able to see you without a booked appointment**, so please do not show up at a teacher's classroom if you have not previously booked an appointment with them.

Login

Email Address:

Password:

Login

[\[Click Here to Register\]](#)

[\[Forgotten Password Recovery\]](#)

Step 2: Fill in your details and create a password. Don't forget to write your password down! Then click the “Register Now” button.

Register for an Account

[Privacy Policy](#)

Register for an Account

**** All fields are required ****

Your First Name:

Please enter your name

Your Last Name:

Home Phone:

Email Address:

Your email address will be your user ID for access to the application.

Enter Your Password:

Enter Your Password Again:

Selected Language:

Register Now

Step 3: Click the “Add a Student” button to add your children’s names.



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Please note, **teachers will not be able to see you without a booked appointment**, so please do not show up at a teacher's classroom if you have not previously booked an appointment with them.

You will be able to start booking appointments on Tuesday, October 10th at 9:00am.

If translation is required, please make your own arrangements prior to the conferences.

如需翻译，请在家长会前自行做好安排。

If you are unable to book an appointment time because all of the spots are full, feel free to contact your child's teachers directly to make alternate arrangements.

A list of teacher emails is available on our school website <https://palmer.sd38.bc.ca/school-information/our-staff>

If you wish to book an appointment to meet with the following teachers, please contact them directly by email:

Mr. B. Driscoll, Resource Teacher - bdriscoll@sd38.bc.ca

Ms. S. Epp, Resource Teacher - sepp@sd38.bc.ca

Ms. T. Fensom, Resource Teacher, Workplace Math 8/9 - tfensom@sd38.bc.ca

Ms. J. Moore, Resource Teacher - jemoore@sd38.bc.ca

Ms. J. Newton, Resource Teacher - jnewton@sd38.bc.ca

Mr. N. Toth, ELL, Resource Teacher - ntoth@sd38.bc.ca

On-line appointment booking is not available at this time.


There are no students registered to this account. Please add your students in order to proceed. Once your students have been entered you will be able to book appointments with their teachers during the allowed booking period.

Add a Student

Manage Students

View Appointments

Step 4: Fill out your children's names and click the "Insert" button. Repeat this step until all of your children are entered.

SCHOOL APPOINTMENTS ON-LINE  PALMER@SD38.BC.CA English

HOME PROFILE INFORMATION HELP CHANGE PASSWORD LOGOUT

Manage Students

Insert New

Please enter student's common name


First Name:
(Please enter student's common name)

Last Name:

Student Number:

Insert





Step 5: After you have added all your children, click on the book appointments icon to the right of your children's names to bring up the schedules where you will choose the dates and then the times to see the teachers.

SCHOOL APPOINTMENTS ON-LINE  PALMER@SD38.BC.CA English



HOME PROFILE INFORMATION HELP CHANGE PASSWORD LOGOUT

Manage Students

--- Displaying 2 Entries ---

Name	
<u>Numberone Griffins</u>	  Book Appointments
<u>Numbertwo Griffins</u>	  Book Appointments

Add a Student

To edit an entry, click  beside the name. To delete an entry, click  beside the name. Click **Book Appointments** to book appointments. You will select which calendars on the next screen.

--- No Appointments Scheduled ---

Step 6: See the box at the centre of the screen marked “Calendars”, select all of the teachers you would like to see, then click the “View Calendars” button.

Wednesday, October 18, 2023 (2:00pm-4:00pm) Parent-Teacher Conferences - Appointment Scheduling - Numberone Griffins

Wednesday, October 18, 2023 (2:00pm-4:00pm) Parent-Teacher Conferences

Student :: Numberone Griffins
In Person 0/6

--- No Appointments Scheduled ---

Hold the 'Ctrl' or 'Command' key to select ALL the Teachers that you wish to view at one time.

--- Appointments per Student: 6 ---

Calendars: (Hold the 'Ctrl' or 'Command' key to select more than one.)

Wednesday, October 18, 2023 (2:00pm-4:00pm) Parent-Teacher Conferences

- Komi Amega - French, CLE
- Vivien Berda - English
- Maria Calaciura - English, Social Studies
- Kira Carre - Science, Physical Education
- Iris Chan - Music
- Joyce Chen - ELL
- Molly Chen - French, Science
- Vivian Chen - Counsellor, Alpha by student last name (Huang - Q)
- Amy Cheng - English, Social Studies
- Jas Dhari - Physical Education, Peer Tutoring
- Brenton Driscoll - Resource, Science
- Samantha Epp - Resource
- Anna Erfan - Math, Science
- Tasha Fensom - Resource, Math

Appointments Will Be:

View Calendars

Home Page

Step 7: Here you will see the schedules for the teachers you chose to see, their names are at the top of the column. Simply click the box for the time you would like to see each teacher, and your child's name will appear in that box.

Once you have chosen a time for each teacher, click on view appointments at the bottom.

Wednesday, October 18, 2023 (2:00pm-4:00pm) Parent-Teacher Conferences - Appointment Scheduling - Numberone Griffins

Wednesday, October 18, 2023 (2:00pm-4:00pm) Parent-Teacher Conferences

Student :: Numberone Griffins
In Person - 3/6

Maria Calaciura
English, Social Studies (Room 102)
[Email](#)

Jas Dhari
Physical Education, Peer Tutoring (Small Gy.)
[Email](#)

Anna Erfan
Math, Science (Room 105)
[Email](#)

Appointment Date :: Oct 18, 2023




Wed Oct 18 2:00 pm - 2:15 pm	Numberone Griffins		
Wed Oct 18 2:15 pm - 2:30 pm			
Wed Oct 18 2:30 pm - 2:45 pm		Numberone Griffins	
Wed Oct 18 2:45 pm - 3:00 pm			
Wed Oct 18 3:00 pm - 3:15 pm			Numberone Griffins
Wed Oct 18 3:15 pm - 3:30 pm			
Wed Oct 18 3:30 pm - 3:45 pm			
Wed Oct 18 3:45 pm - 4:00 pm			

Manage Students

View Appointments

Step 8: Here you will see a list of the appointments you've made.

Current Scheduled Appointments

Current Appointments			
Time	Calendar	Name	
Oct 18 2:00 pm	Wednesday, October 18, 2023 (2:00pm-4:00pm) Parent-Teacher Conferences Maria Calaciura - English, Social Studies (In Person) mcalaciura@sd38.bc.ca - Room 102	Numberone Griffins	
Oct 18 2:30 pm	Wednesday, October 18, 2023 (2:00pm-4:00pm) Parent-Teacher Conferences Jas Dhari - Physical Education, Peer Tutoring (In Person) jdhari@sd38.bc.ca - Small Gym	Numberone Griffins	
Oct 18 3:00 pm	Wednesday, October 18, 2023 (2:00pm-4:00pm) Parent-Teacher Conferences Anna Erfan - Math, Science (In Person) aerfan@sd38.bc.ca - Room 105	Numberone Griffins	

Print Appointments

Manage Students

Repeat these steps if you want to book appointments for a different date/time schedule.