



INSTRUCTIONS

NOVEMBER 2025 PARENT-TEACHER CONFERENCES



DETAILS

Conference slots are 15 minutes

Parents should only book with a teacher for 1 time slot. If more time is needed, please connect with the teacher to schedule an appointment at a different time.

Parents will receive an email confirmation after booking appointment.

Reminder emails will be sent 1 day prior to the appointment.

Parents will receive an email reminder with a summary of booking.

Bookings will open on Friday November 7th and close on Sunday November 16th

NOVEMBER 19TH AND 20TH PARENT TEACHER CONFERENCES



CONFERENCES ON NOVEMBER
19TH ARE AVAILABLE FROM 2-4PM
IN PERSON



CONFERENCES ON NOVEMBER
20TH ARE AVAILABLE FROM 2-4PM
AND 5-7PM IN PERSON

NOVEMBER 19TH AND 20TH PARENT TEACHER CONFERENCES



Conferences are a fifteen minute duration.



In-person conferences will take place in the teacher's classroom. Please confirm the classroom number with your child.

HOW TO BOOK AN APPOINTMENT

- 1) Visit: [Palmer 2025 Semester 1 Conferences](#)

HOW TO BOOK AN APPOINTMENT

IMPORTANT

2) Select a Teacher:

NOT OPTIONAL

Booking for **2025 Semester 1** Conferences

 **SELECT STAFF (OPTIONAL)**

Anyone 

Use this drop-down to select the teacher.

HOW TO BOOK AN APPOINTMENT

3) Select Staff – select teacher who you would like to make an appointment with:

The screenshot shows a web interface for booking appointments. At the top, a box titled "2025 Semester 1 Conferences" with a checkmark icon contains the text "Please ensure you book appointments with... [Read more](#)" and "15 minutes". Below this is a button labeled "Booking for 2025 Semester 1 Conferences". Under the heading "SELECT STAFF (OPTIONAL)" with a person icon, a dropdown menu is open. The menu lists several staff members, with "Alex Sainas - Art - 132" selected and highlighted in blue. Other visible options include Allison Macdonald, Amy Cheng, Arsala Irshad, Athena Chen, Bill Fukazawa, Bree Dulay, and Brenton Driscoll.

2025 Semester 1 Conferences ✓

Please ensure you book appointments with... [Read more](#)

15 minutes

Booking for **2025 Semester 1 Conferences**

SELECT STAFF (OPTIONAL)

Alex Sainas - Art - 132

Anyone

Alex Sainas - Art - 132

Allison Macdonald - Art and Design - 119

Amy Cheng - English - 118

Arsala Irshad - Science and Technology - 117

Athena Chen - English and History - 116

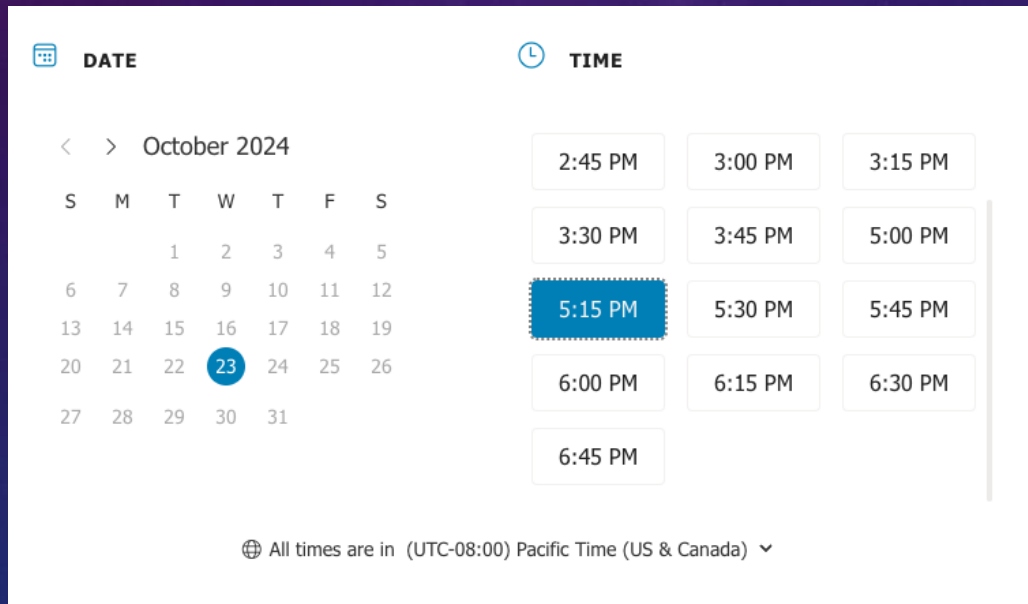
Bill Fukazawa - Japanese - 115

Bree Dulay - Science - 113

Brenton Driscoll - Resource Management - 112

HOW TO BOOK AN APPOINTMENT

4) Select an available time slot:



The booking interface consists of two main sections: **DATE** and **TIME**.

DATE: A calendar for October 2024. The days of the week are S, M, T, W, T, F, S. The date 23 is selected, indicated by a blue circle.

TIME: A list of available time slots. The slots are displayed in a grid. The time slot 5:15 PM is highlighted with a blue dashed border.

Available time slots:

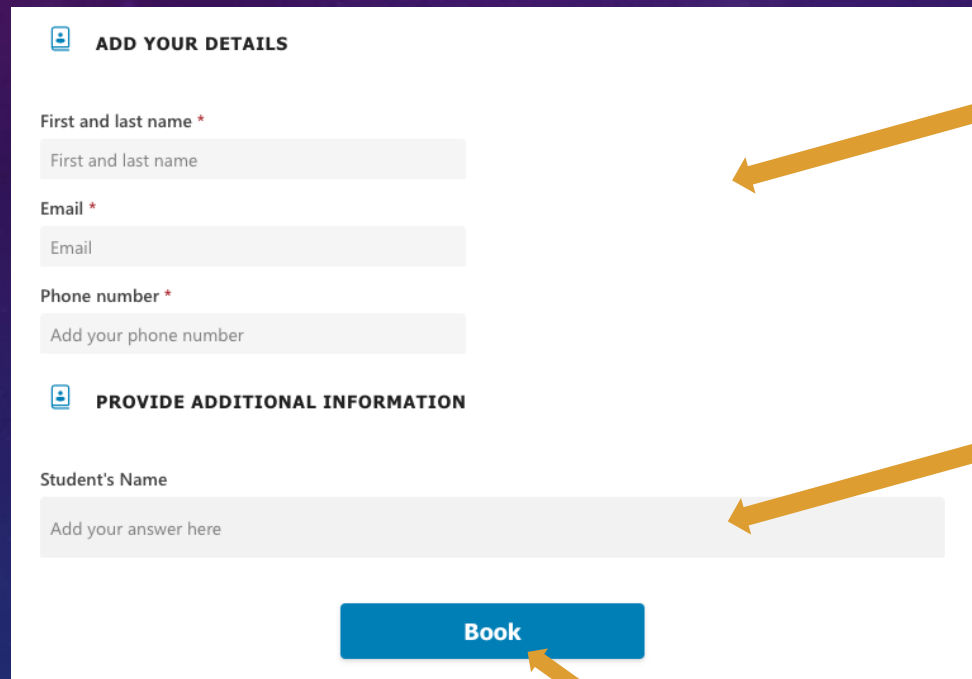
2:45 PM	3:00 PM	3:15 PM
3:30 PM	3:45 PM	5:00 PM
5:15 PM	5:30 PM	5:45 PM
6:00 PM	6:15 PM	6:30 PM
6:45 PM		

At the bottom, a note states: "All times are in (UTC-08:00) Pacific Time (US & Canada) ▾"

Only times that are available will appear here. Select 1 time slot ONLY.

HOW TO BOOK AN APPOINTMENT

5) Enter your contact information



The form is titled "ADD YOUR DETAILS" and "PROVIDE ADDITIONAL INFORMATION". It contains input fields for "First and last name", "Email", "Phone number", and "Student's Name". A blue "Book" button is at the bottom. Three orange arrows point to the form: one to the "First and last name" field, one to the "Student's Name" field, and one to the "Book" button.

ADD YOUR DETAILS

First and last name *

First and last name

Email *

Email

Phone number *

Add your phone number

PROVIDE ADDITIONAL INFORMATION

Student's Name

Add your answer here

Book

Parent Contact Information

Enter your student's Usual Name

CLICK BOOK TO SUBMIT

BOOKING COMPLETE



Bookings-Palmer Parent Teacher Conferences

✓ Thank you for booking with us! You will get a confirmation message in email shortly

Upcoming booking for Palmer :

October 24

📅 Thursday, October 24, 2024

🕒 2:15 PM (15 minutes)

👤 Alex Sainas

Reschedule

Cancel booking

New booking

ⓘ All times are in (UTC-08:00) Pacific Time (US & Canada)

Click to Reschedule

Click to Cancel

Click to book another appointment

BOOKING CONFIRMATION

- After booking your appointment, you will receive a confirmation email.
- Noted that appointment bookings will be closed at 7:00AM on November 17, 2025, no changes will be permitted after the closing time.

SUPPORT

Please refer to this guide
for support.

If you have any questions or
concerns, please contact
Palmer Secondary School at
palmer@sd38.bc.ca or 604-
668-6288.