

Sangster Elementary School



Come Aboard – Treasure the Voyage!

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Web: <http://sangster.sd62.bc.ca>



Dear Parents/Guardians,

This year Sangster will be using an online booking system for our Learning Conferences on Thursday, November 22. The conferences begin at 1pm and end at 6:30pm, with each appointment lasting 10 minutes. Please ensure you arrive on time for your conference. If booking more than 1 appointment, please leave enough time to walk from one classroom to the next.

Please note the Nature Kindergarten class will not be using this online booking system for scheduling appointments.

Learning Conferences - Parent Instructions

1. Register for your child's conference between **9am on Monday, November 5th and 11pm on Sunday, November 18th**.
2. Go to the school appointments web site: <https://sangster.schoolappointments.com>
3. Register for an account by clicking the "**REGISTER**" menu tab and filling in the on-line form. Choose a user id and password for yourself and then click the "**Register Now**" button.
4. Add your children to the system by clicking the "**Add a Student**" button. Click "**Insert New**" button to add more children.
5. Click the "**date**" icon beside each child's name to schedule appointments. Select the staff you wish to book appointments with and the "**View Calendars**" button. Use the "**Ctrl**" or "**Command**" key to select multiple staff to view at the same time.



6. Click on available time slots to book your appointments to make your bookings.

Please contact the office if you have any questions regarding the Learning Conferences.