

Dear Parent/Guardian,

Communication between teachers and families is an important factor in student success. Families are encouraged to reach out to staff at any point during the semester to seek clarity and/or strategize around their student's success.

One form of communication is Parent/Teacher interviews. Our semester one session will be held in person on **Thursday, November 20th from 3:30pm to 6:30pm in the Mount Doug School Gymnasium.**

Parents/guardians are invited to book these 7-minute meetings with teachers. These meetings are optional and are only necessary if the student is experiencing difficulties.

Online booking for Parent/Teacher interviews will open **today, Wednesday November 12th at 4:00pm.**

Please follow the steps below to make sure your meetings are booked correctly.

This YouTube video provides a quick guide outlining the steps to book the meetings:

<https://www.youtube.com/watch?v=wLbr8vhNvYo>

The parent/teacher booking link is:

<https://outlook.office.com/book/MountDouglasSecondarySchool@gvstd61.onmicrosoft.com/?ismsaljsauthenablenabled>

Important notes:

- 1) You will receive a confirmation email confirming your meeting time.
- 2) Please know the names of the teachers you wish to book with and refrain from calling the main office for this information. For student schedules and teacher names you can access [Parent Connect](#) with this information or ask the student.
- 3) Please consider arriving a few minutes early of your scheduled time to account for traffic and parking delays.
- 4) Parking for these interviews is in the Mount Douglas parking lot off **Laval Avenue**. The front Gordon Head Road parking lots are reserved for staff only.
- 5) All meetings will occur in the gymnasium, so no transition time is necessary.

Important teacher availability information:

Michelle Morson and Kristen Wiedeman will **not** be available for Parent/Teacher interviews but can be reached by email.

- Dana Bailey will be hosting her interviews in the conference room located directly across from the gym and Amelita Kucher will be in the office across from the main office.
- Brady Quast will be emailing parents/guardians to book interviews on an alternate date.
- Ted Meldrum will not be available for interviews as he is on a leave.
- Holly Lowe is replacing Nick Greengoe for Parent Teacher Interviews as he is on a leave.

Please email mtdouginfo@sd61.bc.ca if you have any questions.

Thank you,

Mount Douglas Secondary School