



Carlin Elementary Middle School

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Principal: Shane Corston

Vice Principal: Sandra Major

Nov. 10th, 2021

Dear Carlin Families,

Please take a few minutes to read this important information about our upcoming goal setting conferences. These conferences are your child's first formal report card for the school year and they are meant to allow our teachers to engage you and your child in a conversation about their learning. They will also ensure a plan is in place to help your child meet their goals. It is important that each student attends their conference with the support of at least one family member.

Early Dismissal

Next week, on **Thursday November 18th** students will be **dismissed at 11:41 (Elementary) and 11:45 (Middle)** to facilitate the conferences so please ensure that you have made arrangements for your children that day. If your child is riding the school bus, please expect them to be dropped off at their usual drop-off location approximately 3 hours early.

While many conferences will take place on the early dismissal day, teachers will also need to book some conferences through other days next week and even into early the following week. If you are having trouble finding a time that works, please reach out to your child's teacher to get assistance.

Booking your Conference

The link below will take you to a Microsoft Booking page where you can book a 15 minute time slot with your child's teacher. During the booking process you can indicate if you are interested in doing your conference by phone or video conference. This link is also available on our school website at www.car.sd83.bc.ca

<https://outlook.office365.com/owa/calendar/CarlinElementaryMiddleSchool@sd83bccca.onmicrosoft.com/bookings/>

Note: Mrs. Albery and Mrs. Perepolkin will not be using the online booking system to book their conferences. Please expect an email or phone call from these teachers.

To complete your conference booking:

1. Select the name of your child's teacher from the Staff drop down menu.
2. Click on an available date on the Calendar.
3. Select a time from the options available.
4. Fill out the required fields in the form with your personal information.
5. Click on the "Book" button to confirm.

You should receive a booking confirmation email and/or text with a link to join your Microsoft Teams Meeting. Please keep an eye in our inbox and/or junk folders.

If you are doing a video conference, please [CLICK HERE](#) to watch a video tutorial on how to join the meeting using the link provided. You can also test out the link ahead of time to ensure it works for you. On the day of your meeting please join your meeting a few minutes early so that it can begin on time.

Shane Corston

Sandra Major

Principal

Vice Principal