

Dear Parent or Guardian,

Our Quarter 1 Parent Teacher Interviews will take place on **Oct. 15, 2020 from 5pm-7pm**. Due to COVID-19 restrictions, our interviews will be held virtually. After you sign-up for a session, the teacher(s) will contact you to let you know if your meeting will be via **ZOOM** or if it will be a **phone call**. To this end, please ensure that your phone number and email address are current in MyEd.

Instructions for Scheduling Parent-Teacher Interviews Using PTCfast.com at South Kamloops Secondary School.

We are happy to be using an online scheduler for parents/guardians to easily schedule appointments with their child/children's teachers at South Kamloops Secondary School. Please follow the instructions outlined below to access our online scheduler.

Step One:

Connect to – <https://www.ptcfast.com/schools/skss>

Step Two:

Select the teachers you wish to meet from the list. You may select multiple teachers. You may also select teachers for all your children at SKSS at the same time. **Exception:** if two or more of your children share the SAME teacher, then you must complete the scheduling for one child at a time.

After selecting the teacher(s) you wish to meet with, click the submit button near the bottom of the page.

Step Three:

You will be prompted to enter some information including your email address. An email address is required to continue to the next step and book the appointments. The email address will only be used to book appointments and send reminders.

Step Four:

In this final step, you will receive an email to the address you provided above and be given a link that will take you to a site to select the times you wish for an interview from a list of times that are available. If you do not see an email from PTCFast.com, please check your Junk Mail as it may have gone there. If no interview times remain, please contact the teacher via email to have that conversation.

If you do not have internet access, please contact the school via phone at 250-374-1405.