



# stJoan of Arc

Catholic Secondary School

3801 Thomas Street, Mississauga, Ontario L5M 7G2 • Phone: 905-285-0050 • Fax: 905-285-0737 • [www.dpcdsb.org/J0ANA](http://www.dpcdsb.org/J0ANA)

## Parent-Teacher Conference Information

Dear Parents and Guardians,

We will be holding Parent/Guardian-Teacher Interviews on Wednesday March 29 from 5:00 – 7:30 pm. The interviews will be held at school, and you will be able to schedule your Parent/Guardian-Teacher Interviews online. Interviews are an opportunity to discuss academic and learning skills progress with a focus on reinforcing student strengths and developing strategies to support any areas needing improvement.

You will be able to schedule appointments from March 22<sup>nd</sup> at 8:00 am until March 28<sup>th</sup> at 11:00 pm.

### Instructions

1. Prepare a list with the names of each teacher you would like to meet
2. Go to the St. Joan of Arc scheduling website at <https://parentinterview.com/s/sja>
3. Enter your child's 9-digit student number and click "Sign In"
4. Fill in your contact information and click "Continue to Make Appointments"
5. Click on the name of a teacher with whom you wish to schedule an appointment
6. Click on an available time at which you wish to meet with that teacher
7. Repeat Steps 5 and 6 until you have scheduled all the teachers you wish to see
8. Click on "My Schedule" (top left of the page)
9. Email, print out or copy down your schedule

Should you wish to cancel an appointment you have made, click on "Cancel" beside the meeting you wish to have removed from your schedule.

If you experience any difficulty using the service, please email [support@parentinterview.com](mailto:support@parentinterview.com)

We look forward to seeing you at interviews.

Sincerely,

S. Macaluso  
Principal  
St. Joan of Arc C.S.S.