



BX Elementary School

5849 Silver Star Road
Vernon, BC V1B 3P6
Telephone: 250-542-4013
Safe Arrival: 250-503-0210
<http://www.sd22.bc.ca/school/bx/Pages/default.aspx>



Principal: Tyler Galenzoski

Vice Principal : Louise Alexander

To: Parents/Guardians
From: Tyler Galenzoski
Re: Scheduling Parent/Teacher/Student Interviews

October 7, 2019

Parent/Teacher/Student interviews will be held on **Wednesday, October 23rd from 1:00 to 4:00 p.m. and 5:00 to 7:00 pm and Thursday, October 24 from 1:00 to 3:00 pm.** We are booking 15 minute time blocks. Students will be dismissed 2 hours early on Wednesday, October 23rd and Thursday, October 24th at 12:30. (We will still have pizza before students leave on Thursday, October 24th). If you are **unable to attend** the Wednesday or Thursday parent/teacher/student interviews, please contact your child's teacher directly to book another day and time.

There will be a scholastic book fair in the library during the interview times. You are all welcome to come, have a look and purchase a new book to read.

This year, once again, we will be using an on-line scheduling program which will allow you to choose a time that works best for you and your family. **The program will be available for booking after 9 am on Wednesday, October 9th and will be closed at 4:00 pm on Tuesday, October 22nd.** Below is the website and instructions on how to book your appointments. There will also be a link on the BX Elementary website. If you do not have access to a computer, please contact Rene at 250-542-4013 and she will schedule a time for you or email rkadach@sd22.bc.ca. Thank you.

Sincerely,

Mr. Tyler Galenzoski, Principal

School Appointments - Parent Instructions

1. Go to our school appointments web site: <http://bx.schoolappointments.com/>
2. 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.
3. Add your children into the system by clicking the "**Add a Student**" button. Click "**Insert New**" button to add more children.
4. 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. If you have more than one student in the school use the "**Ctrl**" or "**Command**" key to select multiple staff to view at the same time.
5. Click on available time slots to book your appointments and then click the "**Book Appointments**" button to save your bookings.

