



Ellison Elementary School
2400 FULTON ROAD • VERNON BC V1H 1S3
Phone (250) 260-4176 • Fax (250) 260-3956



Principal: Mrs. Angela Utley

Vice Principal: Mr. Kyle Doerksen

October 8, 2019

Dear Parents/Guardians:

The Fall Conferences, which involve parents, teachers, and students, will be held on the Early Dismissal Days: Wednesday, October 23rd and Thursday, October 24th. This year, teachers have established individual conference schedules that will be accessible through an online scheduling program. Booking will be available up until 10 pm the day before a scheduled conference time.

Below are the website address and the instructions on how to book your appointments. There will also be a link on the Ellison website: <http://bit.ly/EllisonElem>. If you do not have access to a computer, please contact Ms. Lorinczi at 250-260-4176 and she will schedule a time for you.

Sincerely,

Mrs. Angela Utley & Mr. Kyle Doerksen

School Appointments - Parent Instructions

1. Go to our school appointments web site:
<http://ellison.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. 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 to make your bookings.



Available Schedules

Sample Sample

Schedule	Appointments	
October 23 & 24 - All Teachers	0	
Barb Scott & Kelly Stromme - Monday Oct 28	0	
Carrie Misura - Wed Oct 16 & Mon Oct 21	0	
Jamie Dillon - Wed Oct 16 & Mon Oct 21	0	
Angie Miller - Mon Oct 21	0	
Timaree Wallace - Tues Oct 29	0	
Tanya Kaempf - Mon Oct 28	0	
Rebecca Thompson - Thur Oct 17 & Fri Oct 18	0	
Patrick Peebles - Oct 16, 17, 18 & 21	0	
Tom Craik - Oct 16 & 17	0	
Tom Craik - Tues Oct 22	0	
Jenna Shore - Oct 17 & 21	0	
Susan Gouchee - Oct 18 - 21	0	
Susan Gouchee - Oct 28, 29 & 30	0	
Kevin Bader - Oct 17 & 18	0	

This is the schedule for the main conference booking time slots (October 23&24). Please click here if you want to see available times for teachers on the early dismissal days.