



Rutland Elementary School
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Telephone (250) 870-5126 • Fax (250) 870-5055

September 20, 2023

Parent-Teacher Conferences – September 28-29, 2023

Our Parent-Teacher Conferences will take place, Thursday September 28 and Friday September 29, 2023. There will be an early dismissal at 12:30 pm on both days to accommodate afternoon and evening appointments. Please use the online booking system to set up appointments unless otherwise stated by your teacher. Some teachers will be sending home a separate notice in the coming days.

These conferences are a great opportunity to share information between home and school, update parents on their child's progress, and set learning goals for a successful year.

To schedule a parent-teacher conference:

1. Go to our school website, click on Quick Links, and find "Book a Parent / Teacher Conference" OR go to <https://rle.schoolappointments.com>
2. If you already have an account, enter your username and password, and proceed to book your appointment.
3. If you have forgotten your account username and/or password, or you have not yet registered, you can register or re-register by clicking on the 'Register' tab on the top right of the screen.
4. Obtain a User ID and Password. **Write them down as you will need them to login and for future booking.**
5. Register your children by clicking on the "Add a student" tab.
6. If you need assistance, click on the "Help" tab at the top of the screen.

Parents will be able to start booking appointments at 8:00 am on Thursday, September 21 and booking appointments will end at 12:00 pm on Wednesday, September 27th.

If none of these times work, please contact that **teacher directly** by school phone or email (see staff directory found in "[Contact Us](#)" at the bottom of the front page of our website).

Sincerely,
RLE Staff

This notice has been sent home digitally and by paper. You can find it under documents and publications on our website: [http://www.rle.sd23.bc.ca/Pages/publications.aspx#/="](http://www.rle.sd23.bc.ca/Pages/publications.aspx#/=)