



# Matthew McNair Secondary School

## Parent-Teacher Conferences

April 29: 2:00 pm -4: 00 pm  
April 30: 2:00 pm -4: 00 pm and 5: 00pm -7: 00pm

### Booking Website:

<https://outlook.office.com/book/McNairParentTeacherConferences@sd38.bc.ca/>

Please ensure you select the correct teacher's name below (**do not leave it set to "Anyone"**). Appointments are available in 15-minute time slots. If you choose an online appointment, a link to an MS Teams meeting will be sent to you by email prior to the meeting time. Please remember to check your spam folder for confirmation emails

#### Key Details

- Conference slots are 15 minutes
- Parents should only book with a teacher for **1 time slot**. If more time is needed, please connect with the teacher directly to schedule a time.
- Parents will receive an email confirmation after booking appointment.
- Reminder emails will be sent 1 day prior to the appointment.
- All bookings close at noon on the day before the start of conferences.
- All conferences can be scheduled as In-Person or Online (MS Teams)

#### How to Book an Appointment

1. Go to the booking website
2. Select a teacher.  
(This is **not** optional even though it says it is. Please do NOT leave this set to "Anyone").

 **SELECT STAFF (OPTIONAL)**

Select Teacher Name 

3. Select the day and an available time slot.  
Only times that are available for the selected staff member will appear.

April 29

 **DATE**

 **TIME**

< > April 2026

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	<b>29</b>	30		

2:00 PM

2:15 PM

2:30 PM

2:45 PM


3:00 PM

3:15 PM

3:30 PM

3:45 PM

4. Enter your contact information.

 **ADD YOUR DETAILS**

First and last name \*

First and last name

Email \*

Email

Phone number \*

Add your phone number

**a. Enter Parent  
Contact Information**

 **PROVIDE ADDITIONAL INFORMATION**

How will you attend this meeting?

--select an option--

**b. Choose an In-Person or Online Meeting**

Student Name

Add your answer here

**c. Enter your child's Usual Name**

**Book**

**d. Click BOOK to confirm your meeting**

5. Your booking is now complete, and you should see the confirmation message below.

6. You will also receive a confirmation email with the details of your appointment. Note that you may need to check your spam folder if you do not see this message.

- If you need to reschedule an appointment, please use the 'reschedule' button at the bottom of the email.

- If you requested an online meeting, you will receive a separate email with the meeting link on the day before conferences begin.

### **Need Support?**

If you have any questions or need assistance, contact McNair Secondary School at [mcnair@sd38.bc.ca](mailto:mcnair@sd38.bc.ca) or 604-668-6575.