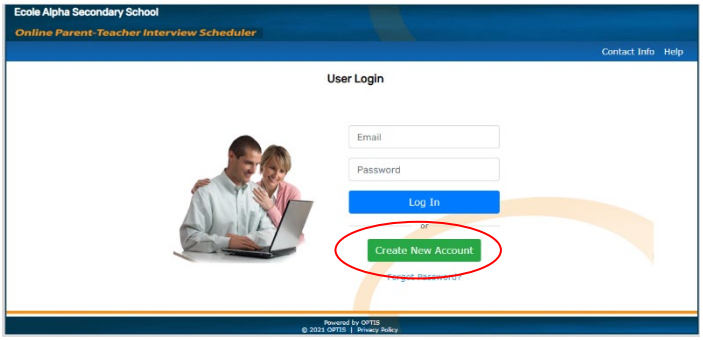
ÉCOLE ALPHA secondary school
930 Alpha Avenue, Burnaby, BC V5C 3E2, Phone: 604-296-6865 alpha.burnabyschools.ca

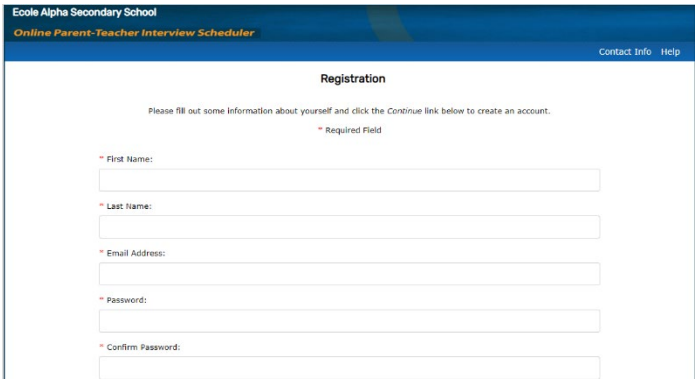
PARENT-TEACHER CONFERENCES

Appointments for parent-teacher conferences must be booked online at http://www.parentinterviews.com/alpha-secondary. All conferences will take place online using the same link. After you have booked your appointments, you will be able to join the virtual meetings through the schedule that is created for you.

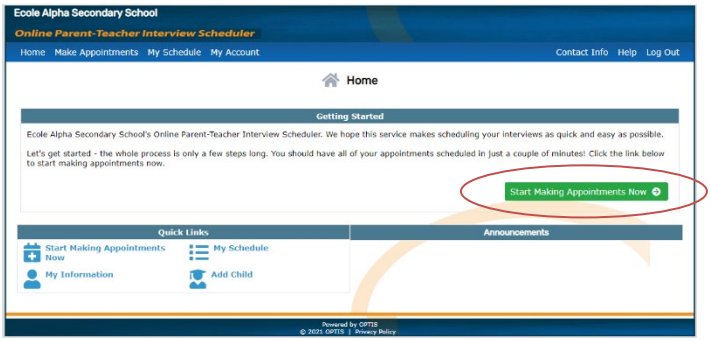
Step 1: Click on *Create an account*. Account information from the previous session was not saved, so all users **MUST** create an account.



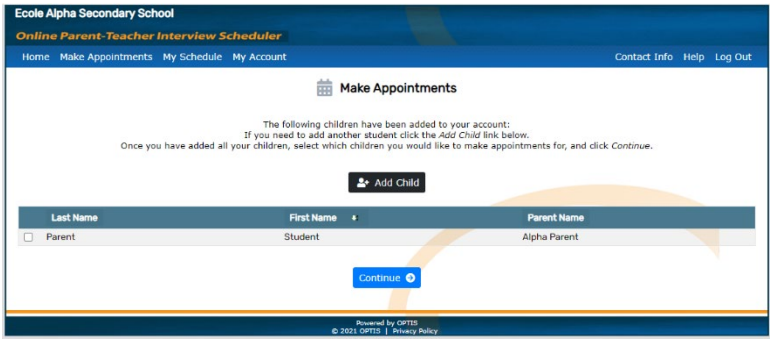
Step 2: Complete the registration form. Please note that your password must only contain letters and numbers.



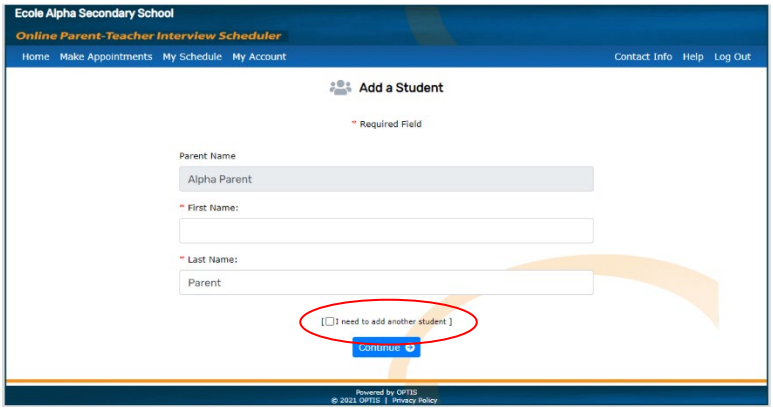
Step 3: Click on *Start Making Appointments Now.*



Step 4: Click on *Add Child*.

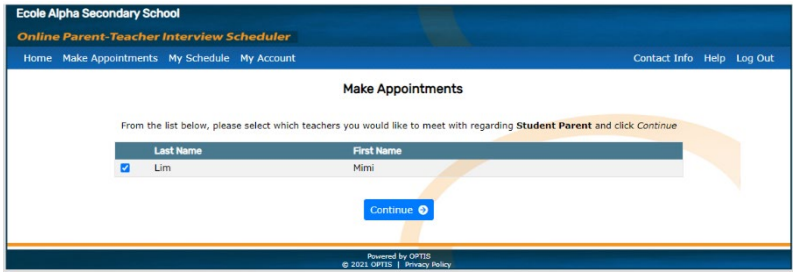


Step 5: Enter the information for your first Alpha child. Click on the box next to *I need to add another student* to enter the information for any additional child(ren). Click on *Continue* when you are done entering the information for all of your children.

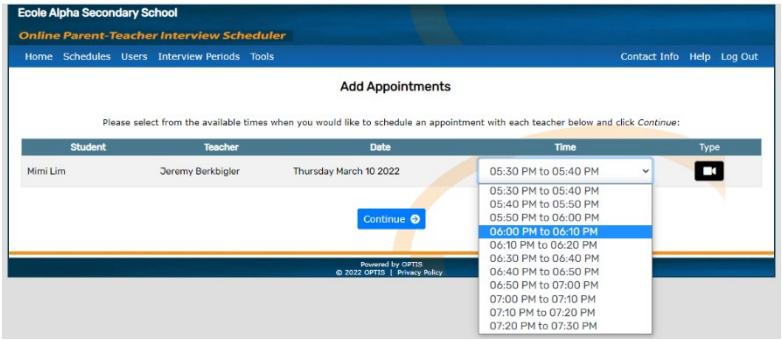
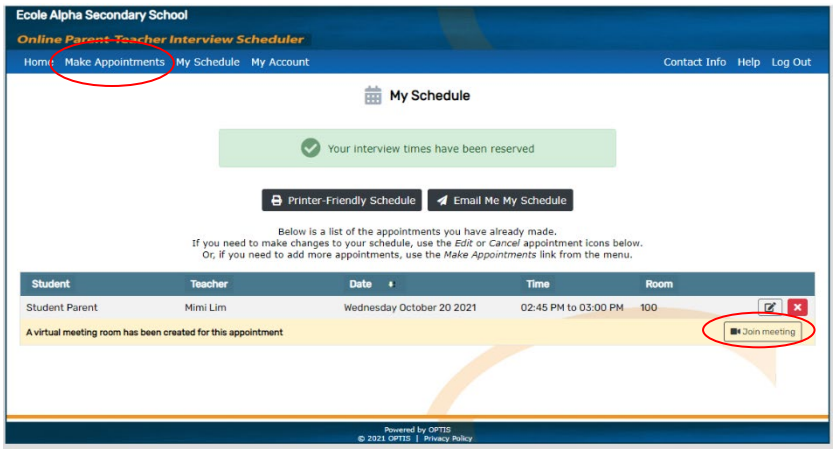


Step 6: Select a preferred time slot (1:30 to 4:30 or 5:30 to 7:30) for your appointment.

Step 7: Select the teacher that you would like to meet with, then click on *Continue*.



Step 8: Select an appointment time. Please note that interviews are booked in 10 minute increments, but teachers will have to log out 1 or 2 minutes before the posted end time in order to prepare for their next interview. Click on *Continue* to book the appointment.



Step 9: View your schedule. You may print or email a copy to yourself. Click on *Make Appointments* if you would like to book additional appointment(s) with other teacher(s). When it is time for your parent-teacher conference to begin, return to this page and click on *Join Meeting*.