



VENTURA PARK PUBLIC SCHOOL

121 Worth Boulevard, Thornhill, Ontario, L4J 7V5
Phone: 905.707.6488 Fax: 905.707.9319

Friday November 4, 2016

Dear Parents and Guardians of Ventura Park Public School;

RE: Parent-Teacher Interview Information

We will be holding Parent-Teacher Interviews at Ventura Park on Thursday November 24th from 3:30 - 8:30 pm and Friday November 25th from 9:00 am - 12:00 noon. This term, you will be able to schedule your Parent-Teacher Interviews online! If you wish, you may schedule a meeting with your child's homeroom teacher. Please follow the instructions printed further down the page.

You will be able to schedule appointments up until November 23rd at 10:00 pm.

Instructions

1. Go to the Ventura Park scheduling webpage at <https://vpps.parentinterview.com>
2. Enter the Parent Code (printed below) and click "Sign In" - **Please make a note of your Confirmation #**
3. Fill in your contact information and click "Continue to Make Appointments"
4. Click on the name of a teacher with whom you wish to schedule an appointment
5. Click on "Available" for a time at which you wish to meet to have your meeting
6. Repeat Steps 4 and 5 until you have scheduled all the teachers you wish to meet
7. Click on "My Schedule" (top left of the page)
8. Print out, email or copy down your schedule and bring it with you

The unique VPPS Parent Code is

thorn16

Please do not share this code with anyone outside your school community

Should you wish to delete an appointment you have made, click on "Delete" beside the meeting you wish to have removed from your schedule. If you decide to delete an appointment, that time slot will become available for other parents. There are no guarantees that you will be able to reschedule that same appointment time later.

If you misplace your schedule, you may use your Confirmation # to retrieve your schedule from the website at any time. If you need help using the service, please email support@parentinterview.com

If you do not have access to the internet at home or in the workplace, please call parentInterview toll-free at 1-866-810-0076, and someone will be happy to make your appointments with you.

We look forward to seeing you.

Sincerely,

The Teachers and Administration of Ventura Park Public School



Inspire Learning!