



School District No. 73 (Kamloops/Thompson)

Parkcrest Elementary School

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Instructions for Scheduling Parent Teacher Interviews Using PTCfast.com at Parkcrest Elementary

Dear Parents and Caregivers,

Thursday, November 4, 2021 is an early closure day to allow for Parent-Teacher interviews. Students will be dismissed at 12:41 PM (changed from 12:30 PM as previously communicated), and interviews will take place that afternoon and evening.

We are happy to be using an online scheduler for parents/guardians to easily schedule appointments with their child/children's teachers at Parkcrest Elementary. As there are a limited amount of timeslots, we ask that you kindly book only one appointment time per family for each teacher.

Please follow the instructions outlined below to access our online scheduler. *Please note that Mrs. Sarrasin and Ms. McCrea are scheduling their own appointments and will communicate that directly with you.*

Step One:

To book an interview time for your child(ren), please enter the following web address into your browser window:
https://ptcfast.com/schools/Parkcrest_Elementary_2

Step Two:

Select the teachers you wish to meet from the list. You may select multiple teachers. You may also select teachers for all your children at Parkcrest Elementary at the same time. There is one exception... if two or more of your children share the SAME teacher, then you must complete the scheduling for one child at a time. After selecting the list of teachers you wish to meet with, don't forget to hit the **submit** button near the bottom of the page.

Step Three:

You will be prompted to enter some information including your email address. An email address is required to continue to the next step and book the appointments. The email address will only be used to book appointments and send reminders. Please make sure to add a valid **PHONE NUMBER** in the "phone box" section of the scheduler as some meetings will be conducted by phone call from your child's teacher. Some teachers may choose to hold their meetings over Zoom, and this information will be communicated to you directly from the teacher. The school will not be holding any on-site meetings due to COVID-19 Health and Safety Protocols. Please follow the steps below for instructions on how to complete your booking.

1. Student's first name box

*Enter your student's first name here

2. Student last name box

*Enter your student's last name here

3. Your name

*Enter the Parent/Guardian name who will be conferencing with the teacher

4. Your email address

*Enter the email address the booking confirmation will be emailed to

5. **Confirm email address**

*Enter the email address that you entered in the “Your email address” box

6. **Phone**

*Please enter a **valid phone number** in order for the teacher to contact you approximately

Step Four:

In this final step, you will be asked to select the times you wish for an interview from a list of times that are available. You will receive an email confirmation with your scheduled parent teacher interview times.

Please note: if there are no appointment times available for the teacher you would like to schedule an appointment with, please email the teacher directly to make alternate arrangements.

The cut-off date to book an appointment is Wednesday, November 3.

If you require support with the online booking system, please contact Mrs. Leggett at the school.

Thank you,

Catherine Gorman (Principal)

Joanne Leggett (Vice Principal)