



# *Dawson Creek Secondary School*

South Peace Campus

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*Supporting a passion for learning in school, community, and beyond*

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Dear DCSS South Peace Parents/Guardians,

On February 28<sup>th</sup> & 29<sup>th</sup> DCSS South Peace is hosting Parent/Guardian - Teacher Conferences. On both days, students will have an early dismissal @ 2:10 pm.

Here are the conference hours:

Wednesday 28<sup>th</sup>: 3:30 - 5:00pm Interviews

Thursday 29<sup>th</sup>: 2:30 – 5:00 & 5:45 – 7:00pm Interviews

**In order to connect with as many parents/guardians as possible, each meeting will be no longer than 15 minutes.** If additional time is needed, please connect with a teacher to arrange additional time on another day.

The app we are using to book our conferences is **Microsoft Bookings**. Here's what to do:

1. Parents/guardians are required to provide a name, email, phone number & STUDENT NAME when they sign up for the appointment.
2. Appointments will automatically be sent to the teacher's district email/personal calendar (Outlook)
3. Parents/guardians will receive a confirmation email
4. Here's the link to the appointment generator for parent/guardians:

<https://aka.sd59.bc.ca/dcssp-ptc>

If there are any issues with the above link, we will also post it on our DCSS South Peace website: <https://www.sd59.bc.ca/schools/dawson-creek-secondary-south-peace>

**Please be advised that you can still book appointments in the office by phone. However, we are trying to streamline our booking system, and we invite you to use our new booking system.**

**If you encounter any technical difficulties, please call the school to make an appointment by phone: 250-782-5585**

Yours in education,

DCSS South Peace Admin