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Arborgate School

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Sandra Meilleur
Principal
Nichole Borkowsky
Vice-Principal

March 6, 2019

Dear Parent(s)/Guardian(s):

Dear Parents,

Oral reporting time is here again, and we would like to meet with you and your child to discuss your child's progress on **March 21st and March 22nd**.

March 21st - 4:00pm – 7:00pm
March 22nd - 9:00am – 11:30am

This information sharing is very important to student learning, so we are asking that everyone attend a scheduled appointment.

Please go online and book your child(ren)'s appointment. If you have already registered you will be able to use your previous logon information, if this is your first time please follow the steps below.

This is how you should proceed to book your child(ren)'s appointment time:

1. Go to our school appointments web site: <http://arb.schoolappointments.com/>
2. Register for an account by clicking the "**REGISTER**" menu tab and filling in the on-line form. Choose a user id and password for yourself and then click the "**Register Now**" button.
3. Add your children into the system by clicking the "**Add a Student**" button. Click "**Insert New**" button to add more children.
4. Click the "**date**" icon beside each child's name to schedule appointments. Select the staff you wish to book appointments with and the "**View Calendars**" button. Use the "**Ctrl**" or "**Command**" key to select multiple staff to view at the same time.
5. Click on available time slots to book your appointments and then click the "
6. **Book Appointments**" button to save your bookings.



You will be able to book appointments between March 21st and March 22nd.

Should you have any questions or problems when attempting to book your appointment times, please do not hesitate to contact the school at 204-424-5607.

We look forward to meeting with you at this important time to discuss your child's progress at school. If you have any questions, please don't hesitate to call.

Sincerely,

Sandra Meilleur
Principal