



Ecole St. Mary

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It's Goal Setting Time!

We will now be using Google Forms for booking parent teacher conferences/goal settings. (No more need for log in usernames and passwords!) We are trying something new and with that comes trial and error. The office staff may call you to change your time if needed. To help determine what you need to schedule, please see the below chart. Pay close attention to the times noted as not all time slots are the same. For example, there may be a 15-minute time slot or a 10-minute time slot. Please only book 1 time slot for your child.

Important Dates to Schedule Goal Setting Meetings:

October 30	Start booking your Goal Setting times on Google Forms (see link below)
November 7	Deadline to book goal setting appointment
November 8 & 9	Scheduled Goal Setting Meetings from 4:00pm – 7:00pm

Although the Internet enables parents to book interviews anywhere and anytime they have Internet access, those families without access are welcome to phone the school office at 403-327-3098.

PLEASE READ ALL OF THE INSTRUCTIONS BELOW TO BOOK YOUR APPOINTMENT:

Step 3 How to book your appointment(s):

1. View the chart above to see what duration the teacher has set up for the session.
2. Click on the available google forms link listed in the table above. You will see the selected teacher's schedule. Enter any applicable information and select a time. Click Submit. An automatic email will be sent to you with what you have submitted and your time.
3. Please only book 1 time slot for child.
4. If you require any assistance with booking please call the office at 403-327-3098 or email us at esmoffice@holyspirit.ab.ca

The following chart will assist you in booking times for your child(ren):

Goal Setting Meeting Rooms				
Homeroom	Teacher	Room	Time Slots	Google Forms Link
KCE	Mrs. Court	131	15 Mins	docs.google.com/forms-Court
KCI	Mme Campmans	110	15 Mins	docs.google.com/forms-Campmans
KEI	Mme Eudes	127	15 Mins	docs.google.com/forms-Eudes
1DI	Mme de Boer	204	15 Mins	docs.google.com/forms-deBoer
1/2KI	Mme Kavanagh-Moser	202	15 Mins	docs.google.com/forms-Kavanagh
1RE	Mrs. Rose	130	15 Mins	docs.google.com/forms-Rose
2GE	Mr. Groves	118	15 Mins	docs.google.com/forms-Groves
2MI	Mme Merriman	201	15 Mins	docs.google.com-Merriman
3DI	Mme DeJager&Mme Sulek	203	15 Mins	docs.google.com/forms-Dejager
3PSI	Mme Paquette-Smith	114	15 Mins	docs.google.com/forms-Paquette-Smith
3ME	Mrs. Mead	132	15 Mins	docs.google.com/forms-Mead
4NE	Mrs. Nelson	128	15 Mins	docs.google.com/forms-Nelson
4CI	Mme Chartier	206	15 Mins	docs.google.com/forms-Chartier
4/5SE	Mrs. Rutkowski	116	10 Mins	docs.google.com/forms-Rutkowski
4/5GI	Mme Gross	115	15 Mins	docs.google.com/forms-Gross
5/6BI	M Baptista	205	15 Mins	docs.google.com/forms-Baptista
6MI	Mme Meszaros	121	10 Mins	docs.google.com/forms-Meszaros
6RE	Mrs. Rosen	129	15 Mins	docs.google.com/forms-Rosen