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October 2, 2025

Dear Parents/Guardians,

Parent & Guardian/Teacher Interview Night: WEDNESDAY, OCTOBER 8 from 6:30pm to 8:30pm by appointment

Welcome Fall! Our Parent & Guardian/Teacher Interview Night is next Wednesday and we ask families to use the appointment function in the School-Day platform. Teachers will be located in the Main Gym, Cafeteria and Technology Classrooms on the bottom floor, arranged alphabetically to allow you to locate them easily. Staff and signage will be available to help with directions. Administrators, Guidance Counsellors and the Student Success Team are also available. Please use entrance C (Main Gym) or D (accessible entrance to cafeteria) as needed. Parking is available at the back of the school or at Loughborough Public School.

Important details about booking interview appointments:

- **Appointments can be booked using School-Day beginning Thursday, October 2, 12:00 pm** Appointment booking closes Tuesday, October 7, 12:00 pm. Follow the instructions below.
- Remember Interviews are limited to 5 minutes and if you are booking more than one appointment, **please allow 5 minutes in between** to get to your next appointment.
- If you require a longer conversation, please contact the teacher directly to make alternative arrangements.
- You may change your bookings any time prior to the closing date by re-visiting the School-Day website.
- It may be helpful to have your student's timetable available, which you can access through the Aspen Student Portal

To create a *School-Day* account and add your student(s) if you haven't already done so:

- 1- Click the **Quick Link** on the [SHS website](#) called "**School- Day – Permissions & Payments**" or go to www.school-day.com. You will need a **Secure-Match Key** for each student you have at SHS.
- 2- If you have any issues or need a **Secure-Match Key** for your student, please call the main office for assistance with this. **Once you have a School-Day account:**

- 1- Go to the "**Parent Conference**" menu item on the left side.
- 2- You will see the **Parent/Guardian-Teacher Night, Wednesday, October 8, 2025** Conference will be listed as of **October 2, 2025 in School Day**.
- 3- Click on the date and you should see your student(s) and the teachers they have.
- 4- Click on the times under each teacher that you wish to book. It will be helpful to have the students timetable showing the course codes with you to make sure you are seeing the correct courses/teachers.
- 5- Once you are done, you can print a list of the appointments that you have made by clicking the button to the right called "**Parent Conferences**".

We look forward to this opportunity to meet you and discuss your child's progress at school.



**We're Putting
Wellness First**



**We're Turning
Innovation into Action**



**We're Committed
to Collaboration**

Limestone District School Board is situated on traditional territories of the Anishinaabe & Haudenosaunee.

SEE YOURSELF IN LIMESTONE