

December 2025 Parent-Teacher Conferences

Instructions

Details



Conference slots are 5 minutes



Parents should only book with a teacher for 1 time slot. If more time is needed, please connect with the teacher to schedule.



Parents will receive an email confirmation after booking appointment.



Reminder emails will be sent 1 day prior to the appointment.



Bookings will be unavailable after 4:00pm the day prior to the conference day.

December Conferences

Conferences on
December 9 are
available from
2-4pm & 5-7pm

Conferences on
December 10 are
available from
2-4pm



How to book an appointment

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- 1) Visit: Richmond
<https://outlook.office365.com/owa/calendar/RSSParentTeacherConferences@sd38.bc.ca/bookings/>

How to book an appointment

2) Select an Appointment Day

RSS Parent Teacher Conferences

Select service

December 9, 2025 PT Conferences 5 minutes		December 10, 2025 PT Conferences 5 minutes	
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Click for more details

Click for more details

How to book an appointment

3) Select a Teacher

Select staff (optional)



NOT OPTIONAL_Please pick your child's teacher

Use this drop-down to select **ONE OF YOUR STUDENT'S** teachers.

How to book an appointment

4) Select an available time slot

December 09

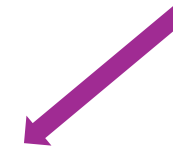
< > December 2025

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Select staff (optional)

 Anyone 

2:00 PM	2:05 PM	2:10 PM
2:15 PM	2:20 PM	2:25 PM
2:30 PM	2:35 PM	2:40 PM
2:45 PM	3:00 PM	3:05 PM
3:10 PM	3:15 PM	3:20 PM
3:25 PM	3:30 PM	3:35 PM



Only times that are available will appear here.
Select 1 time slot.

How to book an appointment

5) Enter your contact information

ADD YOUR DETAILS

First and last name *

Email *

Phone number *

PROVIDE ADDITIONAL INFORMATION

Student's Name

Book

CLICK BOOK TO SUBMIT

Parent Contact Information

Enter your student's Usual Name

Booking Confirmation

- After booking your appointment, you will receive a confirmation email with the details shown here.
- If you need to reschedule an appointment, please use the 'reschedule' button at the bottom of the email.
 - You will not be permitted to reschedule an appointment within 24 hours of the start of appointments.

Support

Please refer to this guide for support.

If you have any questions or concerns, please contact Richmond Secondary School at richmond@sd38.bc.ca or 604-668-6400.