

# April 2026 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  
April 14 are  
available from  
2-4pm & 5-7pm

Conferences on  
April 15 are  
available from  
2-4pm



# How to book an appointment

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

# How to book an appointment

2) Select an Appointment Day

## Bookings-RSS Parent Teacher Conferences

Select service

April 14, 2026 PT Conferences  
5 minutes



April 15, 2026 PT Conferences  
5 minutes



Click for more details



Click for more details

# How to book an appointment

## 3) Select a Teacher

Select staff (optional)



A rectangular drop-down menu with a thin black border. On the left side, there is a grey person icon followed by the text 'Anyone'. On the right side, there is a small downward-pointing chevron symbol.

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

April 14

< > April 2026

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		

Select staff (optional)

 Anyone 

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](mailto:richmond@sd38.bc.ca) or 604-668-6400.