December 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 December 9 are available from

2-4pm

Conferences on December 10 are available from

2-4pm & 5-7pm

How to book an appointment

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

How to book an appointment

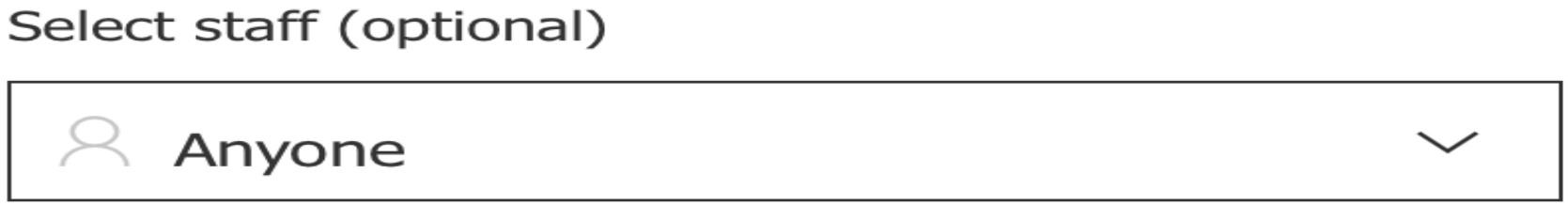
2) Select an Appointment Day



How to book an appointment

3) Select a Teacher

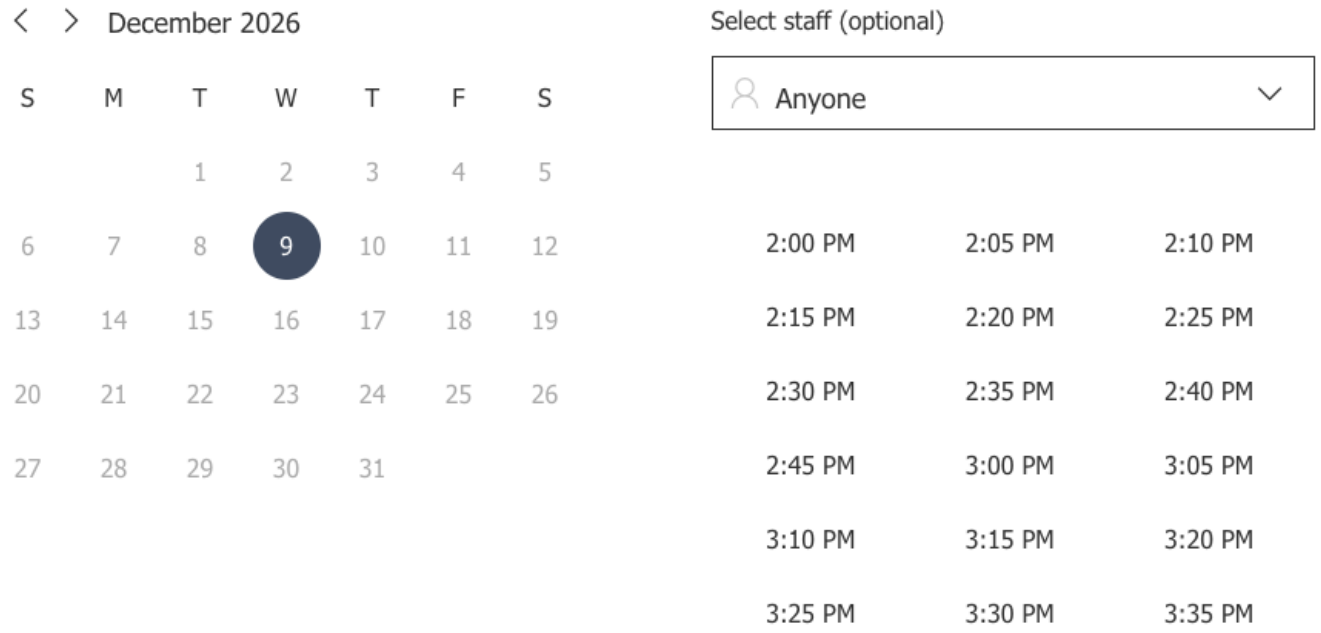
NOT OPTIONAL_Please pick your child's teacher



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

How to book an appointment

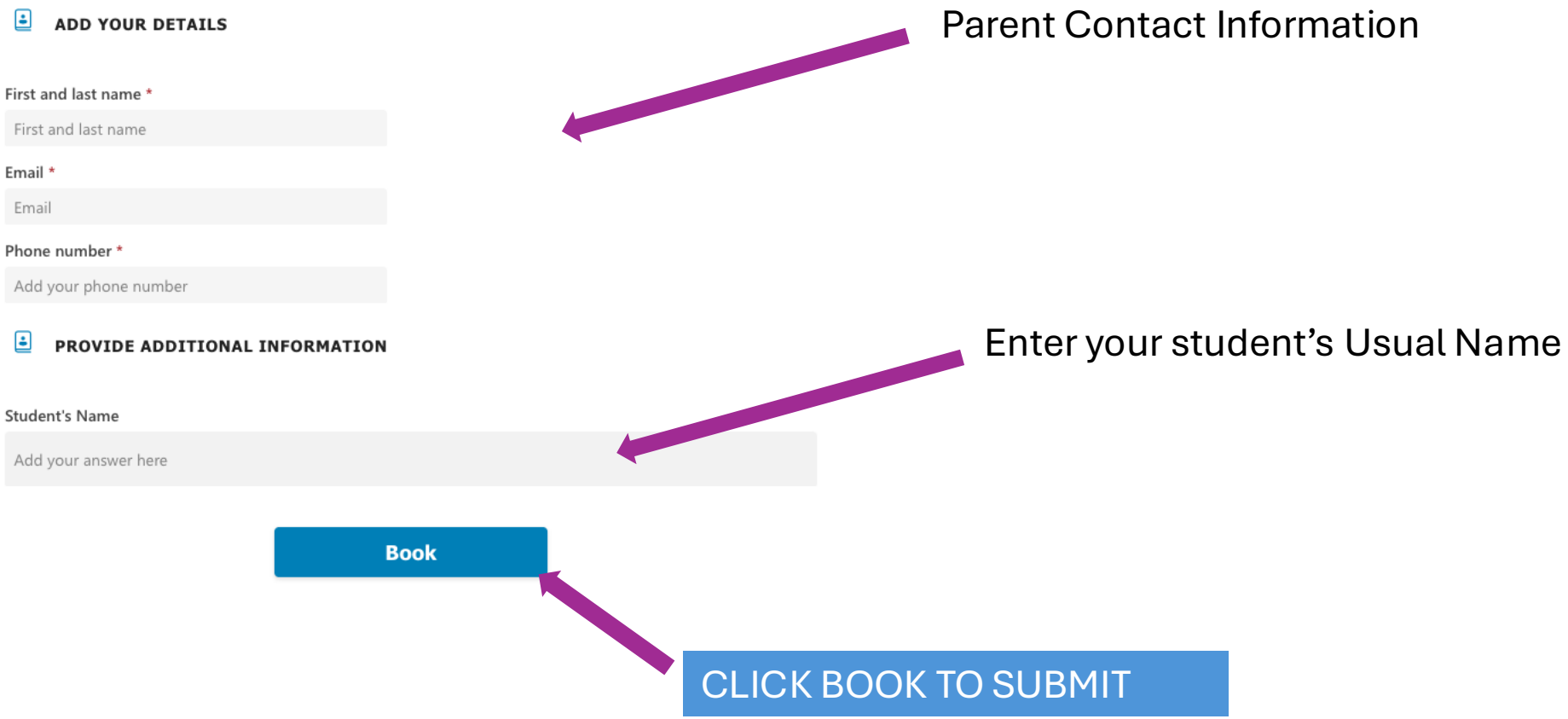
4) Select an available time slot



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

How to book an appointment

5) Enter your contact information



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.