



## Prince Philip French Immersion Public School

3112 Dorchester Rd. ■ Niagara Falls, ON ■ L2J 2Z7 ■ 905-356-0521 ■ princephilip.dsbns.org

### Parent-Teacher Conference Information

Dear Parents and Guardians of Prince Philip F.I Public School,

We will be holding Parent-Teacher Interviews during the last week of November. It is recommended parents connect with teachers to discuss your child's progress. This year, you will be able to schedule your Parent-Teacher Interviews online. If you wish to schedule a meeting with any of your child's teachers, please follow the instructions printed below.

You will be able to schedule appointments online starting on November 9<sup>th</sup> at 8:00 am.

#### Instructions

1. Go to the Prince Philip scheduling webpage at <https://ppps.parentinterview.com>
2. Enter the Parent Code (printed below) and click "Sign In"  
**Please make a note of your Confirmation #**
3. Fill in your contact information and click "Continue to Make Appointments"
4. Click on the name of a teacher with whom you wish to schedule an appointment
5. Click on "Available" for a time at which you wish to meet to have your meeting
6. Repeat Steps 4 and 5 until you have scheduled all the teachers you wish to meet
7. Click on "My Schedule" (top left of the page)
8. Print out, email or copy down your schedule and bring it with you

**The Parent Code for this term is  
prince20**

**Do not share this code with anyone outside your school community**

Should you wish to delete an appointment you have made, click on "Delete" beside the meeting you wish to have removed from your schedule. If you decide to delete an appointment, that time slot will become available for other parents. There are no guarantees that you will be able to reschedule that appointment.

If you misplace your schedule, you may use your Confirmation # to retrieve your schedule from the website at any time. If you need help using the service, please email [support@parentinterview.com](mailto:support@parentinterview.com)

If you do not have access to the internet at home or in the workplace, please call parentInterview toll-free at 1-866-810-0076, and someone will be happy to make your appointments with you. We look forward to speaking with you.

Sincerely,

The Teachers and Administration of Prince Philip F I Public School