



Sir Wilfrid Laurier Secondary School

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October 5, 2017

Dear Parents/Guardians:

Your child has completed almost five weeks of their first semester courses. It is, therefore, a suitable time for a Progress Report that outlines the student's work habits and provides brief comments on their development in the course thus far.

Please review the attached Progress Report. It is based on a limited number of early evaluations and will allow you to discuss your child's progress and next steps with their teachers.

We wish to offer you the opportunity to discuss your child's progress with their subject teachers by inviting **all** parents/guardians to join us for our upcoming Parent-Teacher interviews on **Thursday, October 19th** from **4 to 7 p.m.** Teachers with **surnames A-M** will be in the **Cafeteria**, and teachers **N-Z** will be in the **Library**. The **Student Success** and **Special Education** Teachers will be in the **Blue Room** (Room 204/205). Guidance Counsellors and Administrators will be in the Guidance Office and Main Office respectively.

We use an **online appointment booking system** called "**You Can Book Me.**" To arrange an interview, please go to www.sirwil.com and select the link to 'You Can Book Me' on our home page. Choose the teachers you wish to meet and select a time that is available on the teacher's schedule and convenient to you. Book the interview in your child's name and provide your email address.

Interviews are limited to 10 minutes each; if you require more time, please contact the teacher to schedule another meeting. Make sure to allow yourself sufficient travel time between interviews, as some teachers will be upstairs and some downstairs.

You will get a confirmation email for the appointment booking. In the confirmation email you will see the options for rescheduling or cancelling an appointment, should you need to do so.

If you would like an interview, but are unable to attend on October 19th, please contact the teacher concerned to arrange for an alternate time for an appointment. The teachers' e-mail information is found at the Staff List tab on our website: www.sirwil.com

Interviews are one component in the relationship between school and home that can contribute to your child's success in school, and we hope that you will be able to attend.

Sincerely,

Nancy Girozan
Principal



Our school is wheelchair-accessible. Please let us know what kinds of accommodation or accessibility features might be necessary for you to more fully participate in and enjoy this event.