

## Parent-Teacher Conference Information

Dear Parents and Guardians of William Lyon Mackenzie Collegiate Institute,

We will be holding Parent-Teacher Interviews on Wednesday November 3<sup>rd</sup> from 1:00 - 3:00 pm and 6:00 - 8:30 pm. This semester, 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 further down the page.

You will be able to schedule appointments from October 29<sup>th</sup> at 7:00 pm until November 3<sup>rd</sup> at 9:00 a.m.  
**All Parent/Guardian-teacher interviews this year will be virtual.**

**Please note, Thursday November 4<sup>th</sup> will be late start day.**

### Instructions

1. Go to the WLMAC-parent Interview scheduling website at <https://wlmac.parentinterview.com>
2. Enter your child's 9-digit student number and click "Sign In"
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 with that teacher
6. Repeat Steps 4 and 5 until you have scheduled all the teachers you wish to see
7. Click on "My Schedule" (top left of the page)

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 misplace your schedule, you may use your child's student number to retrieve your schedule from the website at any time.

If you experience any difficulty using the service, please email [support@parentinterview.com](mailto:support@parentinterview.com).

We look forward to seeing you.

Sincerely,  
Joanne D'Addio