

## PMSS Times Message – Parent Teacher Conferences and First Formal Report Card

Our first formal report card is available on both the MyEd Family Portal and MyEd Student Portal on Nov. 9<sup>th</sup> at 3 pm. To access this report card please log in to either portal at [myeducation.gov.bc.ca/aspen/login.do](https://myeducation.gov.bc.ca/aspen/login.do) A pdf of this Report Card will be visible in the upper right corner of the page until January 23<sup>rd</sup>. If you would like to keep a copy of the report, please download, and save a copy prior to this date.

For information about navigating the Family or Student Portals please refer to the [SD43 Getting Started with the Family Portal Brochure](#).

Having Trouble Logging In? Please try the “I forgot my password” option. Ensure that you are using the correct username when you log in or use the forgot my password option. Please note that the username should be typed in each time and using auto-fill will often result in an “invalid username” alert.

- Example of a student username: [088-pmoody@sd43.bc.ca](mailto:088-pmoody@sd43.bc.ca)
- Example of a parent username: [43-pmoody@gmail.com](mailto:43-pmoody@gmail.com)

If you continue to experience difficulty logging in, please email us at [088-office@sd43.bc.ca](mailto:088-office@sd43.bc.ca). Please indicate your name and indicate if you are a parent/guardian or student. If you are a parent or guardian, please also include the name and grade of your child. Please remember that we must manually reset accounts in the office, and it is incredibly helpful to us if people record their usernames and passwords and use features such as “I forgot my password” prior to contacting the school.

Parent Teacher Conferences will take place on Nov. 16<sup>th</sup> from 2 to 4 pm (online booking for in person meeting) and 5:00 – 7:00 pm (drop-in in the gym). Booking a Parent Teacher Conference between 2 and 4 pm can be done through <https://portmoody.schoolappointments.com/>. Please make sure that you know the teacher’s first and last name from the Report Card to ensure you book with the correct teacher. The booking system will open on Nov. 10<sup>th</sup> at 9 am and will close on Nov. 15<sup>th</sup> at 12 pm. No appointments are required to attend the Parent Teacher Conferences between 5:00 – 7:00 pm in the gym. These will operate on a drop-in, first-come basis; however, conferences should adhere to 10 minutes in duration to ensure all parents get the opportunity to meet with their child’s teacher.

### November 2022 Parent Teacher Conference Schedule

1	8:30 - 9:23	53 min
2	9:28 - 10:21	53 min
3 (Lunch)	10:26 - 11:19	53 min
4	11:24 - 12:17	53 min
5	12:22 – 1:15	53 min
<b>Parent Teacher Conferences</b>	<b>2:00 - 4:00</b>	Online booking
	<b>5:00 – 7:00</b>	Drop-in (Gym)

If you have any questions about your child's report card mark or comments, please email the teacher directly.