



Friday, October 16, 2026

Dear Argyle Parents and Guardians,

This letter contains important information regarding Argyle's Fall Parent/Teacher Learning Conferences, which will be held on **Thursday, November 5th, 2026**. The two session times for the conferences are **2:30 – 4:30pm** and **6:00 – 8:00pm**. Conferences will take place in Argyle classrooms and will last 5 minutes each.

Argyle will be using **School Appointments Online**, the same appointment booking system used to manage the event as in previous years, which allows parents/guardians flexibility to select their own appointments and book them online. **Please note that the system is a first come, first served system and appointment slots will fill up quickly.** It is also important that parents talk with their students about who their teachers are or parents have their student's schedule handy when making appointments.

The appointment booking window will open on **Wednesday, October 21st, 2026, at 7:00am**. At this time, parents/guardians will be able to book a maximum of three appointments. A second booking window will open on **Monday, October 26, 2026, at 7:00am**, where additional bookings (up to a total of 10) will be permitted for each student. Prior to this, you can set up your account following the instructions below. We recommend you do this now to ensure you are ready to book appointments on October 21st.

To set up your account:

1. Go to: <http://ass.schoolappointments.com/>
2. Create a profile:
 - Click on the "Click Here to Register" at the very bottom of the "Login" Box on the right
 - Enter the school access code, which is "Arg" (case-sensitive)
 - Fill in your information and select your User Id and Password
 - The login code is also "Arg"
 - Once you create a user profile, you can now add your student(s) using "Manage Students". If you have more than one student attending Argyle, click on the "insert new" button.
 - You will now be able to login and out using your User Id, Password, and Login code "Arg"



To book appointments:

- ✓ **The first booking window** will open on **Wednesday, October 21, at 7:00am** (where parents/guardians can book appointments with up to three teachers).
- ✓ **The second window** will open on **Monday, October 26, at 7:00am** (up to 10 appointments per student).
- ✓ The booking window will close on **Friday, October 30, at 11:59pm**.
- ✓ You may only book one appointment with each teacher for each student.
- ✓ No appointments will be accepted after this booking window closes. You can contact individual teachers by email if you are not able to book with them.

Once each booking window opens, go to <http://ass.schoolappointments.com>

- Sign into your account and click on the “Manage Students” button.
- Click on the button listed to the right of your student’s name.
- To book an appointment, scroll through the staff list and click on each name. You can do this individually or you may hold the “ctrl” key to click multiple staff members. Each teacher schedule will appear and you can select the time you wish to book.
- Repeat the same instructions if you have a second student. If you do not see the teacher, they may not be available for the session.

When your appointments are booked, the screen will display a list of all appointments for each student.

When you are done scheduling and viewing appointments, simply log out of the session. This will automatically save your bookings. An email reminder will be sent one day prior to the Learning Conferences.

If you are having difficulties with any aspect of this system, please try the “help” button and see “Instruction guide for parents” or contact the school at argyle@sd44.ca if you need further assistance.

We are looking forward to seeing you at the Fall Learning Conference sessions!

Thank you,

Argyle Administration