

Dear ÉWES Families,

As you know, we have our annual fall Student-Parent-Teacher Interviews next week on October 6th and 8th for Grades 1-5 from 3:15-7:00pm.

These conferences are an important part of our school's plan for informing families on a child's progress and next steps. With timely interventions, we can improve outcomes for students.

The purpose of our S-P-T conferences is three-fold:

Building relationships

Better understanding the strengths and needs of each student

Providing timely feedback that will allow the student to act on this feedback

Being that in-person meetings are not an option at this time, we, at ÉWES are following recommendations to hold virtual/video-conferencing conferences over Google Meet.

TO SIGN UP FOR YOUR CONFERENCE: On Monday, the school sent home information regarding signing up using [SCHOOLINTERVIEWS.CA](https://schoolinterviews.ca) (online schedule tool). Please contact the school if you have any questions or trouble signing up for a timeslot.

TO SIGN IN TO YOUR CONFERENCE TIME: (see attached step-by-step directions)

IMPORTANT TO NOTE:

- Sign in on a device with a camera and microphone
- Make sure parent(s) AND student are present at the meeting
- IF for some reason you run into an unforeseen technical difficulty, your child's teacher will try to contact you via telephone. Please ensure your contact information/numbers are up to date.
- To ensure a strong wi-fi connection, try to limit other devices connected online at the time of your conference.

Google Meet for Parents

Your child's **username** and **password** will be sent home by your child's teacher.

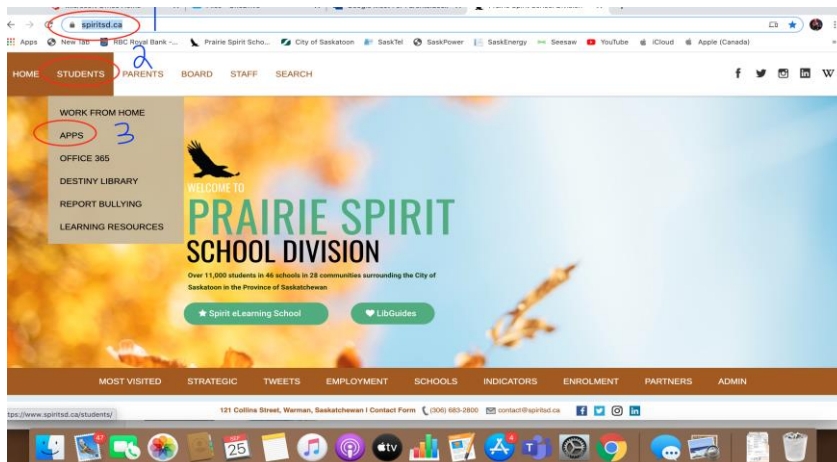
The username consists of:

- Their initials (ab)
- A 3-digit number (123)
- The letter s (represents student)
- And then the email domain ([@spiritsd.ca](mailto:ab123s@spiritsd.ca))
- It will look like this ab123s@spiritsd.ca

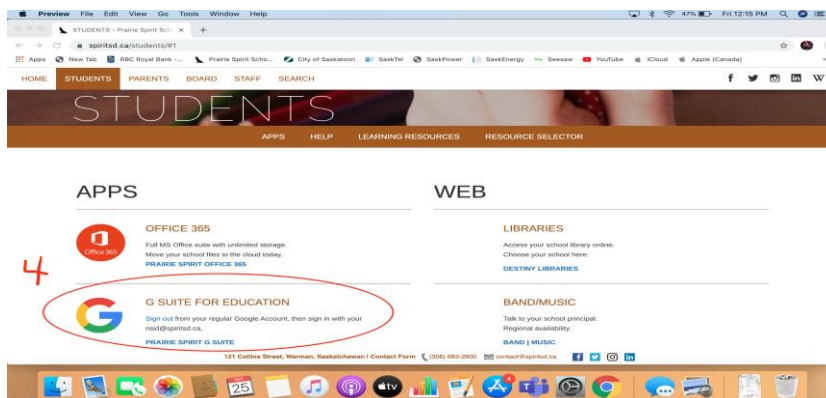
1. Your first step is to log on to your browser and open the Prairie Spirit website.

<https://www.spiritsd.ca/>

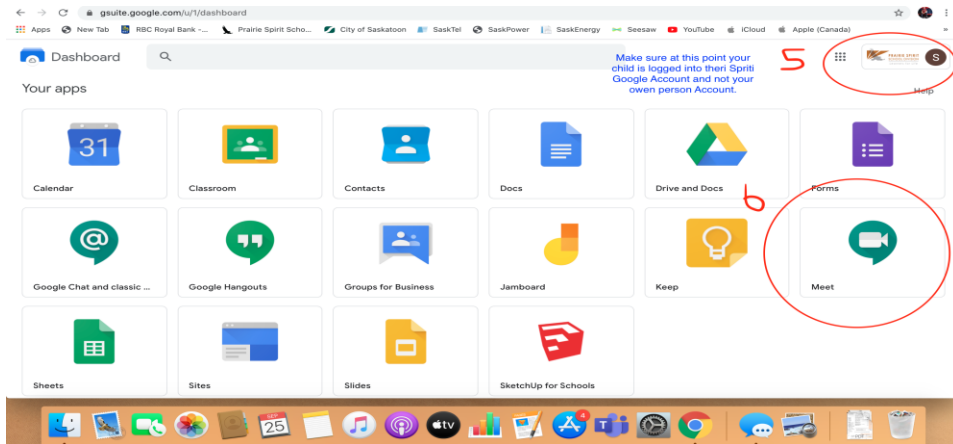
From there you click on **Students** and then **APPS**.



1. Next you will click on the **G Suite For Education**.



2. This button will take you to the Google Dashboard. Ensure that up in the top right corner you are logged into your child's account. Sometimes it will default to your own personal Google account, even if you logged into your child's Spirit account. Once at the Dashboard click on the **Meet** button.



3. Your last step is to find your child's name and click on it. This will take you to your meeting with your child's teacher. **Please sign in a few minutes early** and when the teacher is done their previous meeting, they will let you into your meeting.

