



## Parent-Teacher Conferences – Secondary

**Chere Parents,**

Les réunions individuelles parents-professeurs auront lieu sous peu. Veuillez lire attentivement les informations pour suivre les instructions d’inscription via Pronote.

Nous avons hâte de vous voir!

**Pour les parents de langue française:** un tuto explicatif est disponible ci-dessous. Je le recommande particulièrement [Réunion parents - professeurs : prendre rendez-vous par PRONOTE](#)

Cordialement,

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**Dear Parents,**

One-on-one parent-teacher meetings will occur soon. Please read through the information carefully for instructions on registering through Pronote.

We are looking forward to seeing you soon!

Best regards,

**Philippe Vanhille, Directeur du Secondaire**

### Calendar of Meetings with teachers

GRADES	CALENDAR	TIME
6ème/6th and 5ème/7th	Oct 17, 2024	5:00 pm - 9:00 pm
4ème/8th and 3ème/9th	Oct 29, 2024	5:00 pm - 9:00 pm
2nde/10th, 1ère/11th and Terminale/12th	Nov 06, 2024	5:00 pm - 9:00 pm



## Virtual Meetings

All meetings will be held virtually and will take place via GOOGLE MEET. You can find the link to the meeting by logging in to Pronote. Next to the teacher's name, you will find a small TV icon, click on it and it will take you to the Google Meet Meeting.

## Meeting Registration

Meeting registration opens in Pronote. Remember that you can only meet with **5 teachers** per evening.

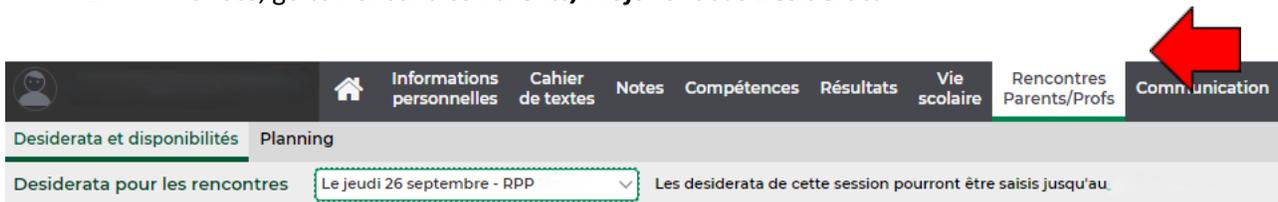
<b>REGISTRATION OPENING</b>	<b>CLOSING</b>
Tuesday, Sept 25, 2024	Tuesday, October 8, 2024

## Setting up Appointments in Pronote

Appointments with teachers will be made via Pronote by following these steps (and using the help video for additional information).

### Step 1: Manage your schedule

1. Make sure you have your child's schedule so you know the list of their teachers.
2. In Pronote, go to **Rencontres Parents/Profs**. Choose **Desiderata**



3. By default, you are marked as available for the entirety of the evening. You can personalize your availability by clicking the **Modify** button and entering your start and end times for the meeting session.



4. You must complete this process for **EACH** child.

## **Step 2: Select the teachers you want to meet**

1. In ***Rencontres Parents/Profs*** -> ***Desiderata***, choose the teachers you would like to meet by clicking one of the following options:
  - **Facultative - *Optional***: No meeting will be scheduled unless requested by the teacher.
  - **Souhaitée - *Low priority*** or **Prioritaire - *Priority***: A meeting will be scheduled if there is availability in the teacher's schedule.
  - **Pas de rencontre - *No meeting***: No meeting will be scheduled.
2. You must complete this process for **EACH** child.

**To keep in mind:** Some teachers may have up to 80 appointment requests, which is impossible to arrange in one evening. **Families are encouraged to contact the teacher they could not see to arrange an appointment later.**



Desiderata et disponibilités **Planning**

Desiderata pour les rencontres Le jeudi 26 septembre - RPP Les desiderata de cette session pourront être saisis jusqu'au.

Nous vous rappelons que les rencontres auront lieu en commun avec **Mes disponibilités**

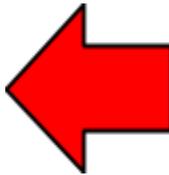
Vous êtes disponible pour les rencontres :  
de 17:00 à 19:00

Modifier

**Priorisation de mes rencontres**

Desiderata non renseigné sur les rencontres prévues : 13

Mme KANJ L.	Facultative	Souhaitée	Prioritaire	Pas de rencontre
Mme ROBEY V.	Facultative	Souhaitée	Prioritaire	Pas de rencontre
M. SAINT OMER J.	Facultative	Souhaitée	Prioritaire	Pas de rencontre
Mr HUSS J.	Facultative	Souhaitée	Prioritaire	Pas de rencontre
M. KING T.	Facultative	Souhaitée	Prioritaire	Pas de rencontre



**Step 3: Consult your planning (Planning)**

1. On the day of Publication, you can check your planning on the **Planning** menu.

<b>REGISTRATION OPENING</b>	<b>CLOSING</b>	<b>PUBLICATION</b>
Tuesday, September 25, 2024	Tuesday, October 8, 2024	Thursday, October 10, 2024

Informations personnelles
Cahier de textes
Notes
Compétences
Résultats
Vie scolaire
**Rencontres Parents/Profs**
Communication

Desiderata et disponibilités **Planning**

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2. **No modification request will be accepted 48 hours before the meetings for organizational reasons.**
3. If you do not register during the times listed above, you must contact your child's teachers directly.

## Technical Support

- If you need help logging into Pronote, please contact IT Support at [pronotesupport@rochambeau.org](mailto:pronotesupport@rochambeau.org). NOTE: The IT department cannot assist with scheduling meetings.
- If you need assistance with scheduling your meeting, please contact Ms. Djiddi at [djiddid@rochambeau.org](mailto:djiddid@rochambeau.org)