

October 16, 2020

Parent Teacher Virtual Conferences will be held on the **evening of Thursday, November 12 and morning of Friday, November 13**. You will have an opportunity to meet with your child(ren)'s teacher(s) and learn more about the classroom. We regret that for health and safety reasons, we are unable to host an event at the school as we normally would, however we look forward to meeting with you virtually.

Families can use Edsby, an online platform, to schedule a meeting time with their child(ren)'s teacher(s) on Parents' Night. You will receive an invitation to sign up for a meeting time once the schedules are available.

[Edsby](#) is a cloud-based platform that lets families easily reserve times to meet with your child(ren)'s teachers. YRDSB in partnership with Edsby have created a secure platform that protects the privacy of information for families.

Families that already have an Edsby account may use their previously created account. The username is the full email address that is on file at your child(ren)'s home school and the password is the one created at activation. If you have forgotten your password, you can find [resources on the Board website](#) to help, including how to reset your password.

Families who **do not have** an Edsby account will need to create one to access the online appointment scheduler for their child's teachers for the virtual conference. **An up-to-date and valid email address must be provided to your child's home school.** For help creating an Edsby account, [instructions can be found on the Board website](#). An email from York Region District School Board with instructions on how to create an Edsby account will be sent to your email inbox. If you do not receive the email, please check your junk mail folder to ensure you do not miss this opportunity.

Below is the sample invitation email sent to parent(s)/guardian(s) on behalf of YRDSB.

Edsby has been chosen by [school board name] to provide a modern way for parents and guardians to follow their children's progress at school, receive school updates, and much more.

You are receiving this Edsby invitation because you are listed as a parent or guardian of Lily Goddard.

To activate a new Edsby account, or to connect this student to your existing Edsby account, please [click here to accept](#).

If you have any questions regarding Edsby please contact the school office.

To watch a video that describes how to set up your parent account please use the following link:  
<https://vimeopro.com/edsby/edsby-help-videos-for-school-administrators/video/144798060>

If this message was sent to you in error, or you do not wish to join Edsby, please [click here to decline](#).

If you have any questions about this process, please contact our main office. Families who do not wish to book a time online can contact their child's teacher.

For help signing up for Parent-Teacher interviews, please visit [our board website](#).

### **Important Timelines**

October 19 - 23rd	Parents/Guardians to create Edsby accounts
November 2 - 9th	Parent Teacher Interview schedule opens at 9:00 a.m. for booking. Log into your Edsby account. An invitation to book appointments will be sent to your Edsby account and a notification to your email. Instructions for signing up for interview slots are found <a href="#">here</a> .
November 10th	Families to receive virtual links and information for accessing the virtual conferences
<b>November 12 - 13th</b>	<b>Virtual Interviews</b>

Sincerely,

Jennifer Anderson  
Principal