



DRE Parent/Teacher Conferences

Thursday February 2nd and Friday February 3rd

Dear DRE Parents and Caregivers;

We will once again be utilizing an online booking process for our upcoming Parent/Teacher conferences set for **Thursday February 2nd and Friday February 3rd**.

Both of these days will be early dismissal days at 12:30 p.m.

The online booking process is quick and easy and allows parents to select which date/time works best in their schedule. Teachers are structuring their conferences in a way that works best for their class, their students and their families, and therefore, there may be a variety of formats. When you log in, you will **choose the title of the schedule that includes the teacher's name**.

Online booking opens Monday, January 23rd at 9:00am and closes on Wednesday, February 1st at 5:00pm.

Spaces are first come, first served. See the steps below on how to book online and please contact the school if you have any questions. If you are new to DRE, it is recommended that you register your children before logging on to schedule a time.

To Register for an Account (new students)

1. If you are new to Davidson Road, you will need to create an account. You will not need to create a new account if your child was here for the October conferences.
2. Go to our school appointments web site: <https://dre.parentconferences.net> (link also on DRE website)
3. Register for an account by clicking the "**Click Here to Register**" tab and filling in the outline form. Click "**Register Now**" once complete.
4. Add your children into the system by clicking the "**Add a Student**" button. Click "**Insert New**" to add more children.

To Schedule a Conference Time (everyone)

5. Click the "date"  icon beside each child's name to schedule appointments. Select the appropriate schedule for your child by finding the teacher's name in the title and then select the teacher you wish to book an appointment with. Click the "**View Calendars**" button.
6. Click on an available time slot and your child's name will then appear in the time slot.
7. Click "**Manage Students**" to complete a booking for another child. Follow steps 5 and 6 for your other child(ren).

Note that registering for an account (Steps 2-4) can be done prior to the online booking opens