

Instructions for Scheduling Parent Teacher Interviews Using PTCfast.com at Sa-Hali Secondary School

We are happy to be using an online scheduler for parents/guardians to easily schedule appointments with their child/children's teachers at Sa-Hali Secondary School. Please follow the instructions outlined below to access our online scheduler.

Step One:

Connect to https://ptcfast.com/schools/Sa_Hali_Secondary or click on the Parent Teacher Interview button located at the top of our web page (sahali.sd73.bc.ca) to take you directly to the online scheduler website.

Step Two:

Select the teachers you wish to meet from the list. You may select multiple teachers. You may also select teachers for all your children at Sa-Hali at the same time. **There is one exception... if two or more of your children share the SAME teacher, then you must complete the scheduling for one child at a time. After selecting the list of teachers you wish to meet with, don't forget to hit the submit button near the bottom of the page.**

Step Three:

You will be prompted to enter some information including your email address. An email address is required to continue to the next step and book the appointments. The email address will only be used to book appointments and send reminders.

Step Four:

In this final step, you will be asked to select the times you wish for an interview from a list of times that are available. You will receive an email confirmation with your scheduled parent teacher interview times.

That's it! You're done!

If you require further assistance. Please contact Sa-Hali Secondary at 250-374-0861.

Thank you.