



Lawrence Grassi Middle School
École Intermédiaire Lawrence Grassi
610-7th Avenue.
Canmore, Alberta
T1W 2H5
Tel: 403-678-6006
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Dear Parents/Guardians,

Re: March -Parent / Teacher / Student Conferences

Our Parent/Teacher/Student Conferences will be a 15-minute In Person meeting, Telephone meeting or Google Meet virtual meeting. Appointments must be booked online at <https://lgms.schoolappointments.com> (not Parent Portal).

- March 19, 2025 from 5:00pm-8:00pm-Evening Conferences- regular classes during the day
- March 20, 2025 from 4:00-7:00pm- Evening Conferences- regular classes during the day
- March 21, 2025 from 8:30am-11:30am- Morning Conferences and PD in the afternoon- **No school for students**

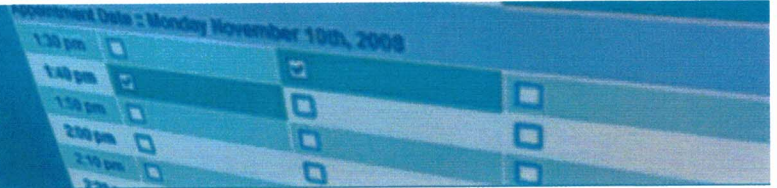
If you created an account back in November for the Parent/Teacher/Student Fall Conferences, sign in with your username and password. If you forgot your password, click on Password reset otherwise new accounts can be created.

Once you are logged into your account, you will make a choice between an In-Person Meeting, Telephone Meeting or Virtual Meeting. If you choose a virtual meeting, **a link will be emailed to you by March 18, 2025.** If you choose a telephone appointment, you will be called at the telephone number you provided when you created the account.

Appointments can be booked through the LGMS School Appointment system from 09:00am Monday, March 10, 2025 –Monday, March 17, 2025- until 9am. Please see attached document for instructions.

After 9am on Monday, March 17, 2025, the online booking system will be closed - parents will be required to email their child's homeroom teacher directly or contact the school office to change or book an appointment.

Kelly Proudfoot
Principal
Lawrence Grassi Middle School
403-678-6006



School Appointments - Parent Instructions

1. Go to our school appointments web site for your school:
 - <https://lgms.schoolappointments.com>
 - Register for the **Spring 2025 Conferences**, please follow the steps below to create an account.
 - If you created an account back in November for the Parent/Teacher/Student Fall Conferences, sign in with your username and password, and select the teacher and booking time and date. If you forgot your password, click on Password reset otherwise new accounts can be created.
2. Register for an account by clicking the "**REGISTER**" menu tab and filling in the on-line form. **Please provide the telephone number you want to be reached at if you select a Phone meeting.** Choose a user id and password for yourself and then click the "**Register Now**" button.
3. Add your children into the system by clicking the "**Add a Student**" button. Click "**Insert New**" button to add more children.
4. Click the "**Book Appointments**" icon beside each child's name to schedule appointments. Select the staff you wish to book appointments with and the type of appointment you want,



- **In Person Meeting,**
- **Virtual Meeting**
- **Phone Meeting.**

Then click the "**View Calendars**" button. Use the "**Ctrl**" or "**Command**" key to select multiple staff to view at the same time.

Click on available time slots to book your appointments.