



Children's World Academy

2241 Ménard, LaSalle, Qc (H8N 1J4)
Tel: (514) 595-2043

<http://cwa.lbpsb.qc.ca>

Sunday, November 26th, 2017

Dear Parents/Guardians,

Our Student Portfolio Evening will take place on Thursday, **November 30th** between 3:00 – 5:00 PM and 6:00 – 8:00 PM. This year, appointments will be booked online using the Fusion Parent Portal. The school board has had great success in improving our method of setting up meeting times for parent appointments and this year they have made it even easier.

You will be able to book an appointment for your child's portfolio evening session directly over the internet as of Monday, November 27th at 7:00 PM though to Wednesday, November 29th (10:00 AM). Portal registration instructions were sent out via email and can be accessed on our school website (For Parents - notices page).

Please take note of the following:

- Go to the following link <https://fusion.lbpsb.qc.ca/login> to book your appointment.
 - Once logged-in locate the Parent/Teacher Appointments icon
 - Select your child.
 - Select a teacher/date
 - Choose your appointment
 - Choose a time slot. You will be asked if you are sure - click yes
 - To cancel click on the booked time slot again
 - Success message & confirmation email
 - You should see a "Saved" message on middle of your screen once you've successfully booked an appointment. You should also receive a confirmation email. You can cancel if needed and select another available appointment.
- Cycles 2 & 3: Your appointment session will be for both English and French classes, so only one appointment per child is necessary.
- Repeat this process for each child attending CWA.
- I have instructed Ms. Lynn to not accept any appointments through notes or emails from parents.
- You may meet with the specialists – Resource, Phys. Ed., Art, Music, Spanish, and Media Tech teachers during the evening on a drop-in basis.

Should you have any difficulties registering or logging-in to the Fusion Portal please contact the LBPSB Communications & Innovations Services at fusion@lbpsb.qc.ca . Thank you.

Sincerely,

T. Di Vittori
Principal