



Loyalist Collegiate and Vocational Institute
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Margaret Connelly
Principal

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Suchetan James
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Elizabeth Yanch
Vice Principal

October 2025

Dear Parents/Guardians,

Parent/Teacher Night: Wednesday October 22, 2025 from 5:30pm to 7:30pm (by appointment)

Teachers will be assembled in Gym 1, Gym 2, and the Cafeteria. They will be arranged alphabetically to allow you to locate them easily. Staff will also be available to help with directions. Administrators, Guidance Counsellors, and the Student Success Team are available this evening as well, should you wish to speak to one of them.

We are using **School-Day** for Parents to sign-up. **If you have not already signed up for your School Day account, you will need to do so before you can sign up for Parent Night.**

To sign up for **School-Day** & add your student(s):

1. Go to www.school-day.com to log in.
 - a. If you have not used School Day before, you will need a Secure-Match Key for each student you have at LCVI.
 - b. If you have any issues or need a Secure-Match Key for your student, please call the main office (613 546 5575) for assistance with this.

Once you have a **School-Day** account:

- a. Go to the "Parent Conference" menu item on the left side.
- b. You will see the "Oct. 22nd Parent/Guardian Night" listed once it goes live on Wednesday, October 15th, 2025 @ 8:00am.
- c. Click on the date and you should see your student(s) and the Teachers they have.
- d. Click on the times under each teacher that you wish to book. It will be helpful to have the student's timetable showing the course codes with you to make sure you are seeing the correct courses/teachers.
- e. Once you are done, you can print a list of the appointments that you have made by clicking the button to the right called "Parent Conferences". Parent/Teacher Interview Night sign-up will begin Wednesday, October 15th @ 8:00am

NOTE: IF YOU ARE BOOKING MORE THAN ONE APPOINTMENT, PLEASE ALLOW 5 MINUTES IN BETWEEN EACH BOOKING TO GIVE YOU TIME TO GET TO YOUR NEXT APPOINTMENT

Interviews are strictly 5 minutes long and spaces are limited. If you require more time or if all times are booked for a teacher, please contact the teacher directly to make alternative arrangements. **BOOKINGS CLOSE: Tuesday, October 21st at 11:00 pm.**

You may change your bookings any time prior to the closing date, by re-visiting the **School-Day** website. We are pleased to offer you this opportunity to discuss your child's progress at school, and we look forward to meeting you on this important evening.

Sincerely,

L. Elizabeth Yanch

Vice Principal

Loyalist Collegiate and Vocational Institute and Calvin Park Public School

SAVE	LCVI PARENT/GUARDIAN NIGHT
OCTOBER 22, 2025	THE
DATE	5:30PM – 7:30PM Appointments can be booked on School- Day starting October 15 th .

Limestone District School Board

See Yourself in Limestone