



COLLÈGE GARDEN CITY COLLEGIATE

711 Jefferson Avenue
Winnipeg, Manitoba R2V 0P7
Telephone: (204) 339-2058 / Fax: (204) 334-7252
Homepage: www.7oaks.org/school/gardencity

PRINCIPAL:
Tony Kreml

VICE-PRINCIPALS:
Jean-François Godbout
Gary Jackson
Missy Penner

Dear Students & Parents:

February 2020

We are now in the process of student registration for the 2020-2021 school year. To be fully informed of the correct and most beneficial course choices for your child, we will begin a number of discussions with your child about registration for next year's courses. In Advocacy classes, students will be working with their Advocate to review transcripts, first semester Report Cards, Graduation Planning Charts as well as talking about students' course needs and interests as well as planning for life after high school. To assist in this registration process, each student will be provided with a registration form. Please view our handbook online @ www.7oaks.org/school/gardencity that details relevant information about registration requirements and course content. Please take some time to review and discuss these documents with your children as you prepare for:

Registration Day on Thursday, March 5th, 2020

On March 5th there are no regularly scheduled classes for students so as to accommodate individual meetings with teachers, students and parents. To book an appointment please visit your Parent Connect account and select an interview time (**note that this feature will open Friday, February 7th at 9am**).

IMPORTANT: Please book this appointment with your Advocacy Teacher ONLY.

For assistance with selecting an interview time please view the attachment in this email or call our office at 204 339-2058 for further assistance. Your child's Advocate will work with you to find a more suitable time to meet if you are unavailable on March 5th. During your meeting with the Advocate, you will complete the registration form and have the opportunity to discuss courses, programs, current academic progress, your child's future education plans and any further questions you may have.

We look forward to meeting you personally on Registration Day.

Sincerely,

Tony Kreml

J.F. Godbout

Gary Jackson

Missy Penner

COLLEGE GARDEN CITY COLLEGIATE REGISTRATION – MARCH 5th, 2020

The screenshot shows the Parent Connect website for Garden City Collegiate. The 'Interview' tab is selected and circled in red. A box labeled 'Make an appt. to register for next school year' points to the 'Interview' tab. Another box labeled 'Important- Select this drop down menu and choose the "Homeroom Course Teacher" only. This is the Advocate Teacher who you need the appt. with for registration.' points to the 'Select a Teacher' dropdown menu. Below the dropdown menu, there are buttons for 'Book appt. with Homeroom Course Teacher' and 'List of available times'. A table titled 'My Interview Schedule - All students - All schools' is visible on the right side of the screen.

HOW TO BOOK AN APPOINTMENT: Homeroom Course Teacher is the Advocate Teacher

- Login to Parent Connect – Go to www.7oaks.org/school/gardencity Garden City Collegiate Website OR www.7oaks.org
- Click on Parents Tab
- Click on Parent Connect using email address. Input email address and password
- Click on the **Interview Tab**
- Use the drop down to access the student's name (if you have more than 1 student at Garden City)
- Click **Select a Teacher** – Use the drop down menu "v" to select "**Homeroom Course Teacher**" only. This is the Advocacy teacher who you need to book the appointment with. Choose a time that is suitable for you.
- The Appointment time/teacher will move to the right side of the screen – **My Interview Schedule**
- Once complete – You may print your appointment time by selecting the green **Print Tab**

TO EDIT OR CANCEL APPOINTMENT:

- Go back on the main list where you selected the appt. time and click on the **Cancel**

IF TEACHER APPOINTMENT TIME SLOTS ARE FULL:

- Login to Parent Connect
- Choose **SendMsg Tab**
- Find Homeroom Course Teacher and email your request to see them
- Teacher will respond to your email request

ANY QUESTIONS OR CONCERNS PLEASE CALL THE OFFICE AT 204-339-2058