



5935, chemin de la Côte-de-Liesse  
Saint-Laurent (Québec) H4T 1C3

Montreal, Feb 27, 2026

Dear Parents / Legal Guardians,

You will soon be able to schedule appointments with your child's advisor as well as your child's subject teacher for our upcoming parent-teacher meetings, which will be held in person on **March 19th and 20th**.

Here is the [link](#) with the procedure on how to reserve an appointment on the school portal: [Booking appointments Parent-Teacher meeting\\_March 2026](#)

#### **Important reminders regarding the meetings:**

- ❖ ALL meetings will be **in person** at Vanguard School;
- ❖ ALL appointments must be booked online following the timeline below. **Advisor meetings are mandatory**. Please note that your child's advisor may also teach them several subjects. You do not need to book a second appointment for these subjects;
- ❖ **ALL students are expected to attend the meetings** with their parents. Please note that no meetings will take place without the student present;
- ❖ Please arrive on time for your appointment and respect the duration;
- ❖ **Advisor meetings** are scheduled in **30 minute blocks**
- ❖ **Subject meetings** are also scheduled in 30 minute blocks in COBA **HOWEVER**, they will last only **15 minutes** (first 15 minutes of the scheduled block).

#### **COBA opening timelines**

- March 10th at 8:00 a.m.
  - ADVISOR appointments (mandatory for ALL parents)
- March 12th at 8:00 a.m.
  - TEACHER CONVOCATION appointments for specific subjects (ONLY for parents who received a message from a subject teacher to book an appointment)
- March 14th at 8:00 a.m.
  - OTHER SUBJECT/SPECIALIST appointments (ONLY for parents who wish to meet with a subject teacher or specialist who do not request an appointment)
  - Availability will be limited

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- March 17th at 3:00 p.m.
  - COBA will be closed. No changes or additions can be made via COBA after this date. For unexpected circumstances, all changes must be made via the school secretary