



21 Jun 2017

YTSS-159/2017

Dear Parents / Guardians,

SEC 4E/5N MID YEAR PARENT-TEACHER MEETING (PTM) ON 30 JUNE 2017

1 We would like to invite you to the Mid Year Parent-Teacher Meeting on **Friday, 30 June 2017** to meet the Form Teacher regarding the academic progress and development of your child/ward.

2 Please log into the **MC Online** at www.mconline.sg to book the appointment with the Form Teacher as follows:

Time: 1.30pm – 4.45pm (15 min slot)
Teachers: Teacher 1 / Teacher 2
Venue: Student's Own Classroom

Parents Login details:

Login ID: P_YTSS [followed by last 5 numerals and last alphabet of Child's NRIC] (e.g. P_YTSS23456E)
School: Yishun Town Secondary School
Password: parent01


3 **The MC Online booking portal will be available for booking from 26 June to 28 June 2017.** The step-by-step guide for booking the appointment is as shown overleaf. Should you have any doubt or query, please do not hesitate to contact Mr Khairil (ICT Executive) at 6853 8440 from 8am to 5.30pm for clarification.

4 With the limited parking facilities in the school, kindly park your vehicle at the nearby HDB carparks.

5 If you are unable to meet your child's Form Teacher on 30 June 2017, please contact the Form Teacher by 28 June 2017 to arrange for a meeting on another date.

We look forward to your continued support and collaboration with the school.

Yours sincerely,



Sharon Yeo (Ms)
Principal



Steps to log into MC Online for PTM booking:

Step 1:
Select "School Admin" Tab,
From the Drop-Down list Select "Parent-Teacher Meeting View Form".

TITLE	DESCRIPTION	VENUE	CLASS	REGISTRATION DATE	EVENT DATE	START TIME	END TIME	INTERVAL	SLOTS STATUS	STATUS
Sec 4 PTR - Slot 1		S4-011A	S4-011A	21/02/2014 - 11/03/2014	14/03/2014 - 14/03/2014	17:00	19:15	15min	2 slots available	
Sec 4 PTR - Slot 2		S4-011A	S4-011A	21/02/2014 - 11/03/2014	14/03/2014 - 14/03/2014	17:00	20:00	15min	3 slots available	
Sec 4 PTR - Slot 3		S4-011A	S4-011A	21/02/2014 - 11/03/2014	14/03/2014 - 14/03/2014	19:15	20:00	15min	2 slots available	

Step 2: Select & Click on a suitable slot from the list

PARENT-TEACHER MEET BOOKING

Title: Sec 4 PTR - Slot 1

Description:

Venue:

Form Class / Group Name: S4-011A

Registration Date: 21/02/2014 - 11/03/2014

Event Date: 14-03-2014

Parent's Name:

Parent's Contact No.:

Step 3: Fill up the required information and click a suitable time slot.
Step 4: Acknowledgement