Parent / Teacher Meetings

Parent Teacher Meetings are being held on March 12th from 3:30pm - 5:00pm and 5:30pm - 7:00pm at Vic High (1260 Grant Street). Meetings are booked online using Microsoft Booking. Parents and guardians are able to easily access the system and **book appointments from Tuesday. March 4th at 3:30 pm to Monday. March 10th at noon on a first come first served basis.** You will need the names of the teachers that you would like to meet with (please ask your student for their teachers' names).

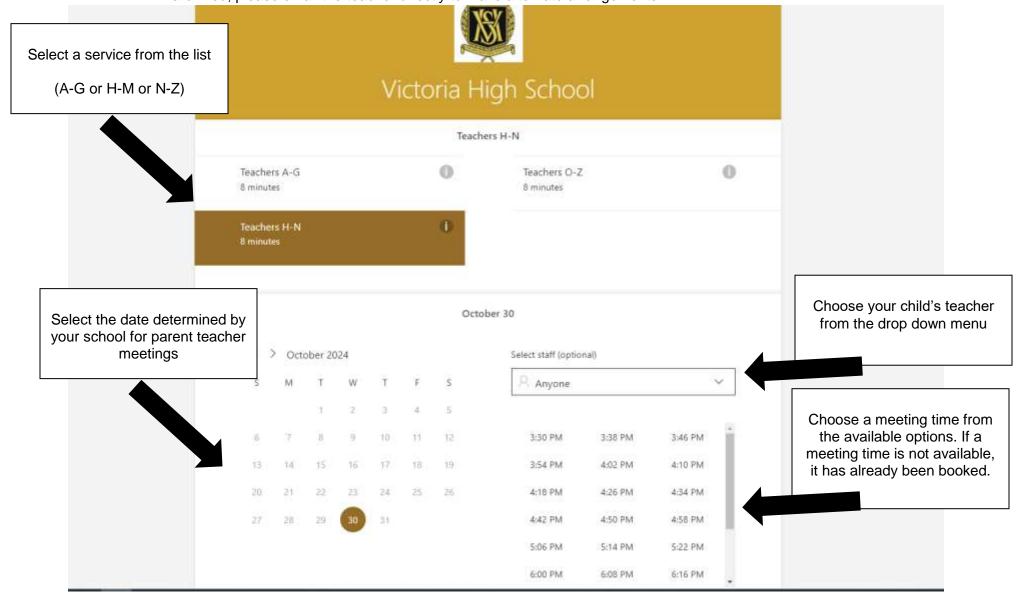
How to book Parent/Teacher Meetings:

1. Click Parent/ Teacher Meetings under 'Quick Links' on the Vic High website (https://vichigh.sd61.bc.ca/)



2. Booking an appointment using Microsoft Bookings: https://outlook.office365.com/owa/calendar/VictoriaHighSchool@gvsd61.onmicrosoft.com/bookings/

- a. Select a 'Service' (Victoria High Teachers A-G or H-M or 0-Z)
- b. Select the correct date from the Calendar (March 12)
- c. Choose your child's teacher from Select Staff
- d. Choose a meeting time from the available options. If a time is not available it has already been booked. If all time slots are filled, please email the teacher directly to make alternate arrangements.



- e. Under Add Your Details, enter parent name, email address and phone number.
 - i. Under notes, please enter any additional notes you would like to message to your child's teacher (Optional)

	Add your details		
Enter your name, email address and phone number	First and last name *	Notes	
	Email (optional)	Add any special requests (option	al)
	Address (optional)		
	Phone number (optional)		Please enter any additional notes you would like to
			message to your child's teacher
	Provide additional information		
	What is your child's name?		
Please enter your child' name	Please ensure that you've selected your child's teacher for your meeting. After you've confirmed you've colorated your child's teacher		
		Book	lected your child's teacher, please select Book to complete the booking

f. When all information is added, click **Book** to complete your booking

Note: We strongly recommend that parents/guardians DO NOT book back to back appointments as this will allow time for transitioning from teacher to teacher between appointments as teachers' locations will be spread out. Appointment slots are 8 minutes each.