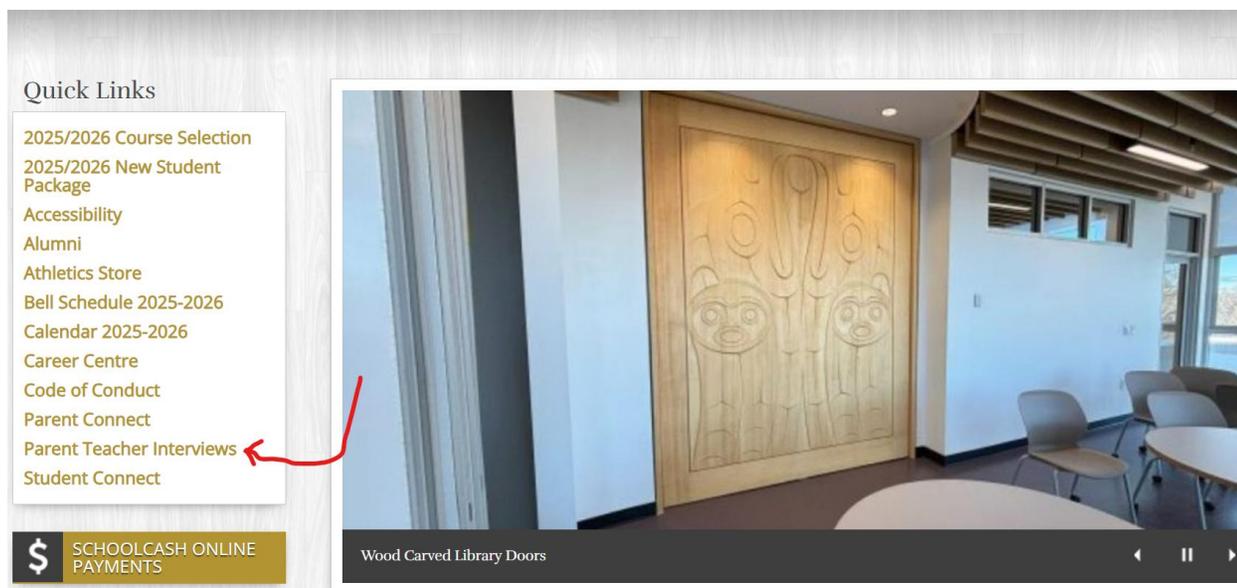


## Parent / Teacher Meetings

Parent Teacher Meetings are being held on Wednesday, March 11<sup>th</sup> from 3:30pm - 5:00pm and 5:30pm - 7:00pm at Vic High (1260 Grant Street) throughout the first floor hallway and communal spaces. Meetings are booked online using Microsoft Booking. Parents and guardians are able to easily access the system and **book appointments from Wednesday, March 4<sup>th</sup> at 7:00 pm to Monday, March 9<sup>th</sup> 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 review your student's teacher's names on their schedule through [Parent Connect](#) or ask your student for their teachers' names).

*How to book Parent / Teacher Interview appointments:*

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/>

- Select a **'Service'** (Victoria High Teachers A-G or H-M or O-Z)
- Select the correct date from the **Calendar (March 11)**
- Choose your child's teacher from **Select Staff**
- 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.

The screenshot shows the Victoria High School website interface for booking parent-teacher meetings. At the top is the school's crest and name. Below is a section for selecting a service, with three options: Teachers A-G (8 minutes), Teachers H-N (8 minutes), and Teachers O-Z (8 minutes). The 'Teachers H-N' option is highlighted. Below this is a calendar for March 2026, with the 11th of March selected. To the right of the calendar is a 'Select staff (optional)' dropdown menu currently set to 'Anyone'. Below the staff selection is a list of available meeting times in three columns: 3:30 PM, 3:38 PM, 3:46 PM; 3:54 PM, 4:02 PM, 4:10 PM; 4:18 PM, 4:26 PM, 4:34 PM; 4:42 PM, 4:50 PM, 5:30 PM; 5:38 PM, 5:46 PM, 5:54 PM; and 6:02 PM, 6:10 PM, 6:18 PM. A vertical scrollbar is visible on the right side of the time slots.

**Select a service from the list**  
(A-G or H-M or N-Z)

**Select the date determined by your school for parent teacher meetings**

**Choose your child's teacher from the drop down menu**

**Choose a meeting time from the available options. If a meeting time is not available, it has already been booked.**

- e. Under **Add Your Details**, enter parent/guardian 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 \*

Email \*

Address (optional)

Phone number \*

Notes

Add any special requests (optional)

Please enter any additional notes you would like to message to your student's teacher

**Provide additional information**

Name of parent/guardian booking this appointment:

What is your child's name?

Please ensure that you've selected your child's teacher for your meeting.

**Book**

Please enter Your name (as parent guardian) & Your student's name (please include both first and last name of your child)

After you've confirmed you've selected your child's teacher, please select Book to complete the booking

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