



Parent-Teacher Conferences

Greetings Hatzic Middle School families,

We are approaching our first Parent/Teacher Conference of the 2021-2022 school year. Interviews will be conducted online through Microsoft Teams. We are encouraging all interviews to be conducted online to continue safe practices. If you wish to schedule an in-person meeting with an instructor, please do so online in an available timeslot and indicate this will be in person.

Should you book an in-person meeting please sign in at the main office and follow safety protocols which include wearing a mask and hand sanitizing. We ask that you enter the building shortly before your appointment and exit immediately after.

Please sign up below for your preferred time. When signing up, please identify your name as well as your child's.

Please note that meetings will be a **maximum of 10 minutes in length**. If you are unable to meet with your child's instructor online but wish to communicate regarding progress, please email the teacher directly.

Important Notice:

Drop-in (unscheduled) meetings will not take place. All meetings must be pre-arranged with specific times.

An email will be sent out on Thursday November 25, 2021 which will contain the link needed to access the meeting. Please click on the link associated with the teacher you have booked the appointment with to proceed into the conference. You will be welcomed into the meeting online by the teacher at your assigned time.

We want to be mindful that the purpose of Parent-Teacher conferences is to provide feedback on student progress while engaging in a positive dialogue.

The deadline to book online is Wednesday, November 24, 2021 at 12:00am.

Instructions on Accessing Microsoft Teams

Link to schedule appointment:

<https://outlook.office365.com/owa/calendar/HatzicMiddleSchool@sd75.onmicrosoft.com/bookings/>

- Please see next page for more information on how to book the appointment
- **Platform Needed:**
 - **If you are accessing the meeting on a computer, you do not have to have Teams. Just click on "Join the Web Instead". You will need to use Google Chrome or Microsoft Edge for this.**
 - **If you are using a phone (iPhone or Android), you must download the free app to join the meeting. You do not have to create an account to join the meeting.**



Parent-Teacher Schedule:

Conference Time: 3:30pm-5:30pm

Dinner break 5:30pm-6:00pm. Teachers will not be available during this time.

Conference Time: 6:00pm-8:00pm

Making an Online Appointment

To make an online appointment for Parent-Teacher conferences, go to the link

<https://outlook.office365.com/owa/calendar/HatzicMiddleSchool@sd75.onmicrosoft.com/bookings/>

1. Choose online or in person meeting.
2. Choose the date for the meeting (Nov 25)
3. Under "Select Staff", click on the drop-down menu (at first, it will say "Anyone") and choose the teacher you would like to have a meeting with
4. Choose one of the available times for the meeting.
5. Underneath, you will have to add your name and email for confirmation of the meeting – ***Please also add your child's name in the space provided***
6. Click "Book" to make your appointment. You will receive an email confirming the teacher and the time reserved.

The screenshot shows the online booking interface for Hatzic Middle School. At the top, there's a blue header with the school logo and name. Below that, there are two meeting options: "10 minute Phone Meeting" and "10 Minute Online Meeting". The "10 Minute Online Meeting" is selected. A calendar for December 2020 is shown, with the 10th selected. To the right of the calendar is a dropdown menu for "Select staff (optional)" with "Jed Minor" selected. Below the calendar is a grid of time slots from 3:00 pm to 7:15 pm. At the bottom, there's a form to "Add your details" with fields for Name, Email, Phone number (optional), Address (optional), and Notes (optional). A "Book" button is at the bottom right.

Please repeat the process to make another appointment with another teacher.