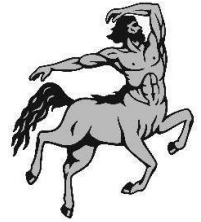


City Honors School
Parent-Teacher Conference Night
Thursday, November 30, 2023
5:00 PM – 7:00 PM



Who should sign up for parent-teacher conferences:

You probably do not need to spend time with our teachers on November 30 if you are one of the many families who are already in regular communication with their City Honors teachers. Unfortunately, the two-hour window contractually provided for evening conferences cannot begin to accommodate all of our families. Please leave those appointment times for those who may need the evening time options to communicate with their child's teachers. This is an opportunity for parents who need to conference about their child's progress and how they can support their child's work through collaboration with the child's teacher.

What You Will Need:

- A home computer or mobile device.
- Your child's schedule with teacher names and room numbers.

Here's How It Works (Check the next pages for Helpful Screen Shots):

- This event will be hosted in-person at City Honors School.
- We will be using Microsoft Bookings to allow you to sign up for available time slots. Each time slot is 10 minutes long. You will receive a confirmation email after you successfully schedule an appointment.
- **Please read all of the following directions in this section before beginning to click on links!**
 1. Use this link to go to the Bookings page for City Honors School 195. You can hit Ctrl and click or copy and paste this link into your browser.
<https://outlook.office365.com/owa/calendar/ParentTeacherConferenceNightforCityHonorsSchoolCopy@BuffaloSchools.onmicrosoft.com/bookings/>
 2. You will see CHS Staff grouped by departments at the top of the page under "Select Service" (see screen shot)
 3. Choose the department that you want then, stroll down to calendar which will automatically go to November 30, as that is the only option we have set up.
 4. You MUST then select a Staff Member from the drop-down menu to the right of the calendar. Do not select "Anyone." The staff members are listed alphabetically.
 5. After you choose your teacher, it will show you their available appointment times under the teacher's name. Select ONE appointment time only with the teacher. Under "add your details," enter your name, email and telephone number. THEN add your child's first and last name and grade in the "Provide additional information" text box. This will allow our teachers to prepare for their meeting with you.
 6. Click BOOK. It will not let you go further if you have not entered the details, as they are required fields.
 7. You will receive a confirmation email with your appointment time and your appointment will be added to that staff member's calendar.
 8. Repeat these steps for each staff member you would like to meet with on Thursday. Please be selective.
 9. If you find you need to cancel your meeting, please use the confirmation email to "Manage your Booking" and CANCEL it, which will free that teacher up for another appointment.

Questions? Email your child's teacher(s) if questions arise, or if they are already booked for that evening.

Helpful Screen Capture to View While Booking Your Appointment Times:

This is what you will see at the top of the screen when you click on the link to book your teacher(s). We have selected the Grade 5 and 6 Core Teacher group as an example. This is why it is RED.




Parent Teacher Conference Night for City Honors School 2023

SELECT A SERVICE

Career and Technical Education Teachers 7-12 <input type="radio"/> 10 minutes	Science Teachers Grades 7-12 <input type="radio"/> 10 minutes
P.E./Health Teachers Grades 5-12 <input type="radio"/> 10 minutes	Student Support and Speech Grades 5-12 <input type="radio"/> 10 minutes
IB Coordinators and Librarian <input type="radio"/> 10 minutes	Grade 5 and 6 Core Teachers <input checked="" type="radio"/> 10 minutes


After you have selected a department, use the drop-down menu to select a teacher. Again, do not leave the drop down on “Anyone” or you will find yourself meeting with “Anyone” in that department that is free, not your child’s teacher. Note it will only show available times for each teacher. Here we are about to select Ms. Butler.

Booking for Grade 5 and 6 Core Teachers

 **SELECT STAFF (OPTIONAL)**


Butler, Danielle M ▼

November 30 with Butler, Danielle M

 **DATE**


< > November 2023

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

 **TIME**

5:00 PM	5:10 PM	5:20 PM
5:30 PM	5:40 PM	5:50 PM
6:00 PM	6:10 PM	6:20 PM
6:30 PM	6:40 PM	6:50 PM

You add your required details after selecting a time. Scroll down to get there. We have added example details so you can see the fields filled in. Then you can click on BOOK!


 **ADD YOUR DETAILS**

Name

Email

Phone number
 ▼

Notes (optional)

 **PROVIDE ADDITIONAL INFORMATION**

Name of Student

Grade

Book