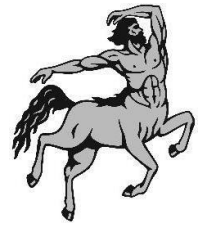


City Honors School
Parent-Teacher Conference Night
Thursday, December 2, 2021
5:00 – 7:00 PM



Who should sign up for parent-teacher conferences:

You probably do not need to spend time with our teachers on December 2 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** and Internet access.
- Before the day of the meeting, you must carefully follow the directions on How to Join a BPS Teams Meeting as a Guest, which involves multiple steps and they must be followed in sequence. Alternatively, you can borrow your child's computer if needed and use their Teams logon. Please make sure that your microphone and camera are in working order prior to your meeting.
- Clickable links for each teacher are provided at the end of this document.

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

- This event will be hosted remotely via Microsoft Teams.
- 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. The Teams links for all CHS teachers are provided at the end of this document.
- **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/ParentTeacherConferences195@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 December 2, 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 not alphabetical. Our apologies, we do not know why.
 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.



Virtual Parent Teacher Conference Night for City Honors School


SELECT A SERVICE

Art and Music Teachers Grades 5-12 <input type="radio"/> 10 minutes	Career and Technical Education Teachers 7-12 <input type="radio"/> 10 minutes
ELA Teachers Grades 7-12 <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 Mrs. Butler.

Booking for **Grade 5 and 6 Core Teachers**

 **SELECT STAFF (OPTIONAL)**

Butler, Danielle M 

December 02 with Butler, Danielle M

 **DATE**


 **TIME**

< > December 2021

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	31	

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

Name

Email

Email

Address (optional)

Address (optional)

Phone number (optional)

Add your phone number

Notes (optional)

Add any special requests

Book

City Honors School Alphabetical Listing of Clickable Teams Meeting Links for Teachers

[Aughey, Donna](#)

[Banas, Elissa](#)

[Barleben, Justin](#)

[Belge, Dallas](#)

[Bement, Matt](#)

[Bittinger, Dan](#)

[Browne, Daniel](#)

[Butler, Danielle](#)

[Cal, Kelly](#)

[Casseri, Deborah](#)

[Castillo, Stephanie](#)

[Ceraso, Sara](#)

[Davies, Elizabeth](#)

[DiMare, Cheryl](#)

[Coats, Maria](#)

[Coffey, Amanda](#)

[Collesano, Jill](#)

[deGrandpre, Sarah](#)

[DePasquale, Jennifer](#)

[Didas, Adriana](#)

[Dinelli, Melissa](#)

[Dylewski, Jan](#)

[Franke, Sabrina](#)

[Frischholz, Emily](#)

[Gillotti, Brittany](#)

[Holden, Melisa](#)

[Hudecki, Jessica](#)

[Howson, Dave](#)

[Jennings, Erica](#)

[Johnson, Melissa](#)

[Juergens, Kristen](#)

[Kaderbeck, Evan](#)

[Kankolenski, Lisa](#)

[Koepfel, Jessica](#)

[Krause, Andrew](#)

[Kudla, John](#)

[Lu, Qianwen](#)

[MacIntyre, Christina](#)

[McDermott, Andrew](#)

[Minervino, Kurt](#)

[Moretta, Michael](#)

[Moses, James](#)

[Mrugala, Kristy](#)

[Mueckl, Ken](#)

[O'Neil-White, William](#)

[Ologge, Katie](#)

[Paterson, Nick](#)

[Przybyla, Kelly](#)

[Randel, Michelle](#)

[Reiss, Jennifer](#)

[Richards, Todd](#)

[Roche, Nicole](#)

[Root, Seana](#)

[Ross, Sean](#)

[Sauer, Elizabeth](#)

[Saxon, Karen](#)

[Scarozza, Tony](#)

[Serotte, Mike](#)

[Serwon, Mary](#)

[Shea, Ann Marie](#)

[Sharratt, James](#)

[Smith, Lauren](#)

[Stephens, Amanda](#)

[Switalski, Kim](#)

[Swistowski, Angela](#)

[Van Remmen, Maria](#)

[Vinkle, Julie](#)

[Vukelic, Tara](#)

[Weaver-Amenta, Cheryl](#)

[Wellington, Sarah](#)

[Welton, Jeffrey](#)

[Wolff, Lisa](#)

[Wojtowicz, Patricia](#)

[Yager, Jaclyn](#)

[Zasowski, Jonathan](#)

[Zheng, Shue](#)

[Ziolkowski, Nicole](#)

[Ziolo, Richard](#)