Dear VMC Families,

**Parent-Teacher Interview Booking App Closes Tomorrow Morning**

The booking system will close tomorrow morning.  Please make your appointments if you wish to meet with your child's teachers.   Please be aware:

1. An invitation to pre-book appointments was sent to parents last week if a teacher requested to see them.

2. Yesterday, a progress report for semestered courses was sent via email to parents and students.  This progress report only reported on half-year courses.

3. Students will be dismissed early (2:40pm) on Thursday, April 1st to allow teachers to be accessible online as of 3:30pm.

4. Link to the Booking App and instructions is included below:

[https://outlook.office365.com/owa/calendar/VMCParentTeacherInterviews@eduemsbqc.onmicrosoft.com/bookings/](http://track.spe.schoolmessenger.com/f/a/otYwCQj6okuTdQ3KEHl5nA~~/AAAAAQA~/RgRiRJYEP0RpaHR0cHM6Ly9vdXRsb29rLm9mZmljZTM2NS5jb20vb3dhL2NhbGVuZGFyL1ZNQ1BhcmVudFRlYWNoZXJJbnRlcnZpZXdzQGVkdWVtc2JxYy5vbm1pY3Jvc29mdC5jb20vYm9va2luZ3MvVwdzY2hvb2xtQgpgWYRiY2CT_cXtUhJzZHVmb3J0QGVtc2IucWMuY2FYBAAAAAI~)

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| [VMC Bookings - You can book online!](http://track.spe.schoolmessenger.com/f/a/otYwCQj6okuTdQ3KEHl5nA~~/AAAAAQA~/RgRiRJYEP0RpaHR0cHM6Ly9vdXRsb29rLm9mZmljZTM2NS5jb20vb3dhL2NhbGVuZGFyL1ZNQ1BhcmVudFRlYWNoZXJJbnRlcnZpZXdzQGVkdWVtc2JxYy5vbm1pY3Jvc29mdC5jb20vYm9va2luZ3MvVwdzY2hvb2xtQgpgWYRiY2CT_cXtUhJzZHVmb3J0QGVtc2IucWMuY2FYBAAAAAI~)You can now book and manage appointments using our booking page.outlook.office365.com |

**Instructions to Book a Parent-Teacher Interview**

**Please have your child’s schedule on hand in order to fill in the booking fields correctly.**Parents who are unable to attend the Parent-Teacher Interviews are asked to email the teachers in order for them to arrange another date/time to meet during school hours.

Please select the teacher by their last name. The teachers are divided A-F, G-O and P-Z.

                1.   Click the link which will open the Booking Page.

2.   Select the booking service that has your teacher’s first letter of their family name (PTI Teacher Name A-F) (PTI Teacher Name G-O) (PTI Teacher Name P-Z); Select the date April 1st and then the time.

(Do not select more than one time-slot with the same teacher.  We will delete double bookings.)

3.   Keep track of your appointments while using the booking app to avoid reserving two appointments at the same time.  It is recommended to leave a 5 minute interval between bookings in order to give yourself the time to move from one session to the next.

4.   **Indicate your child’s family name, first name, grade level, and the phone number where the teacher may reach you in case there are technical difficulties.**

Important information:

Five minutes is the limit for interviews.  If you delay then someone may lose their spot OR you may lose your spot because of someone else.  Be respectful by being on time and getting in touch with the teacher at another time if there is more to discuss.

Teachers have been asked to respect the 5 minutes and they will stop the interview if time is up to move on to the next booking.  If you need more time with any particular teacher, we kindly ask that you make arrangements towards the end of your discussion and decide when it would be the best time to reconnect.

Sincerest Regards,

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