Good morning,

This year Parent-Teacher Interviews will be held on **Thursday, March 23rd** from **3:00 to 5:30 and 6:30 to 8:00 PM.** Staff will be in the learning commons and the cafeteria alphabetically.

Please click on the link below to book your interview times.

**SECOND SEMESTER PARENT TEACHER INTERVIEWS**

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Parent-teacher interviews have been scheduled for **Thursday, March 23rd** from **3:00 to 5:30 and 6:30 to 8:00 PM.**  This year, parents will book teacher appointments using the on-line booking system, Microsoft Bookings. Instructions for completing appointments are below. Please click the [link](https://outlook.office365.com/owa/calendar/HolyCrossTeacherInterviewsMarch23rd2023@alcdsb.on.ca/bookings/) (CTRL and Click) for the website to book appointments.

**Microsoft 365 Bookings - Parent Instructions**

1. The appointment link will be open from March 20th to March 23rd at 8:30 a.m.

Select your student’s teacher from the drop down AND March 23 on the calendar with a time slot

***\*\*NOTE: Please DO NOT select ‘ANYONE’ as the teacher. If your student’s teacher does not have any remaining time slots please contact the teacher via email or phone.***

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1. Graphical user interface, text, application

   Description automatically generatedComplete all fields in order to submit the appointment. **Please put your student’s name in the Name field.**

**PARENT EMAIL**

\*\*All fields are required

**STUDENT NAME**

1. Click Text

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2. You will need to complete the process for **each** of your student’s teachers.