


How to Book a Virtual Student/Parent/Teacher Conference via Microsoft Bookings

1. Navigate to your school's Booking Page by clicking on the link sent to you by your child's school. The page should look like a variation of this:


April Student-Parent-Teacher Conferences

SELECT A SERVICE

In-Person Goal Setting Conference

15 minutes 

Virtual Goal Setting Conference


15 minutes 

2. Make a choice between the services that are being offered that meets your needs.


April Student-Parent-Teacher Conferences

SELECT A SERVICE

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15 minutes 

Virtual Goal Setting Conference

15 minutes 

3. Choose your child's teacher from the list. **If you miss this step, you will be assigned a random teacher.**

Booking for **In-Person Goal Setting Conference**

 **SELECT STAFF (OPTIONAL)**

Anyone



4. Choose the date on the left and time on the right to choose when your interview will take place.

Booking for **In-Person Goal Setting Conference**

 **SELECT STAFF (OPTIONAL)**

Anyone



April 14

 **DATE**

 **TIME**

< > April 2022

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

3:00 PM


3:45 PM

4:15 PM

4:45 PM



6. Scroll down and enter in your name and email address in the “Add your details” section, then move down to the provide additional information section and enter your child's first and last name, then click the blue “Book” button.

 **ADD YOUR DETAILS**

Name

Name

Notes (optional)

Add any special requests

Email

Email

Phone number (optional)

Add your phone number

 **PROVIDE ADDITIONAL INFORMATION**

Student's name (First and Last)

Add your answer here

Book

7. Once you have completed booking your conference you will automatically receive a confirmation email. You will also be redirected to a page that allows you to cancel or reschedule your conference if you need to, this page can also be accessed through the email you receive. If you opted to complete your conference virtually you may also receive a Microsoft teams link in your confirmation email, it may be emailed directly by the school as well.