

What is Office Hours?

Here is a short video that you and your student can watch to understand what office hours are.

<https://youtu.be/VmyD7Nrmqso>

Students are still not checking in to office hours during office hours days.

Make sure you go over the procedure outlined in the video with your student.

- Do not have the Aeries app on student phone? Please download it at home this weekend.



- Students have to login to Aeries with the student email address assigned to them.

Email address : <YY><last_name><first_name initial>@mbusdapps.org

YY=year they graduate from MCHS.

- **Students who do not follow the checking in procedure will face consequences going forward.**

Students in the quad area having difficulty checking in should go into a classroom or cafeteria to check-in to office hours.

Help is always available in the main office building or at the attendance window.

- Do not know the mbusdapps email id password?

Come to the attendance office to get it reset before the next office hours on 10/24.

- Do not know Aeries login password?

Click on forgot password link in the Aeries app and it will send instructions to the <YY><last_name><first_name initial>@mbusdapps.org gmail account to reset it.

- Period 8 and Period 9 on Wednesdays are AM and PM office hours periods.
- Check-in process has to take place **during** office hours period.
- Office Hours schedule for the rest of the school year is on the following days :
10/24,10/31,11/7,11/14,11/28,12/5,12/12,1/9,1/16,1/30,2/6,2/13,2/27,3/6,3/13,3/20,4/10,4/17,4/24,5/1,5/8,5/15,6/5.