



## Virtual Parent - Teacher Conferences

**Thursday, October 7 – 4:00-7:00 and Friday, October 8 – 8:00 AM – Noon**

**(There is no school all day on Friday, October 8)**

Conferences provide an opportunity for us to review your child's Personal Social Growth and his/her learning experience at school so far this year. We are offering either a virtual conference OR a phone conference. There are NO in-person conferences at this time. The first round of conferences in October are parent-teacher conferences. The second round of conferences on February 3 and 4, 2022, will be student-parent-teacher conferences.

We will be using the **Conference Manager** online system again to schedule conferences for Grades K-8. Kindergarten students are getting a separate letter with their conference details. Pre-K, Primary Transitions and FIAP teachers will contact their families directly to set your conference times.

The link for the Parent Login Site is: <https://reginapublic.schoolsoft.com> (**DO NOT** include www)

**Step 1** – Set up your account IF you haven't already as we used this program in November. A **Parent Account** is required to use the Conference Manager. However, you only need to go through the registration process the first time you use the system. **To register**, use the web address above and click the "Register Now" button and complete the registration form. Your login credentials (email and password) will remain in the system to make it easy to access the Conference Manager for future conferences. Please ensure you enter all of your children currently attending Ford. Many schools in Regina Public use this system so you will need to choose our school for each of your children. You can update your Parent Account at any time by logging in and updating your profile. We recommend adding [appointments.schoolsoft.com](https://appointments.schoolsoft.com) to your Address Book. You can and should set up your account as soon as possible. If you have an account, you are on to Step 2. (There is a password reset option available if you forgot your password.)

**Step 2** – Book your appointments. The Conference Manager opens for bookings on **Tuesday, September 28 at 6:00 AM** (See the link above). **The system closes on Tuesday, October 5, at 5:00PM.** Select the teachers with whom you want to book conferences. You will see each teacher's schedule. Select appropriate times that work for you. Your virtual conference link will be emailed to you a few minutes before your scheduled conference time. Simply click on the link to connect with the teacher. If you prefer a phone conference, please leave the number you want the teacher to use to contact you.

**The 12 minute conferences will have to run to time, so please be ready at the scheduled time with your device or phone. If the teacher is unable to connect with you, he/she will have to move on to the other scheduled conferences.**

If you are not able to access the internet anywhere, you are welcome to contact the office (306-791-8623) and we can assist you.

Please know that this is a **first come, first serve** system so book early to get the times that work for you!

Thank you for your support and involvement,

*W. H. Ford Staff*