



Holy Child School

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www.cssd.ab.ca/schools/holychild

PARENT/GUARDIAN INSTRUCTIONS ~ March 2019

HOLY CHILD Conference Manager for Parent- Teacher Conferences:

It's time to book Meet the Teacher Meetings for Kindergarten- Grade 9! We will continue to use the SchoolSoft website this year. **Please follow these steps Register and book appointments:**

Step 1 – Register

- 1) Type the following into your internet browser <https://holychild.schoolsoft.ca> (Do not google or search)
- 2) Click on “Register Now”, follow the directions and click “submit”. You will get an email confirming your registration and password.

The **Registration page** is available to parents **NOW**. Your login credentials (email and password) will remain in the system to make it easy to access the Conference Manager in the future.

Step 2 – Book appointments starting on **Friday, March 8th at 6:00 PM**

- 1) (Do not Google or “search” it.)
- 2) Type in your **email address** and **password** to login. **If you have forgotten your password, click on “Forgot Password” and follow the directions on the screen.**
- 3) When your **login is complete**, select the available “session” you want (Thursday evening or Friday during the day), then pick the individual “**teacher**” you want to make an appointment with. If you have more than one child and/or teacher to see, keep coming back to this area of the website and click the next teacher to book the next appointment. All the appointments are **10 minutes** long.
- 4) After booking your appointments **you can print off your schedule**. You will **also receive an email** containing the teacher’s name, time and location of each conference you book. You can **log into the system at any time by typing <https://holychild.schoolsoft.ca> into your browser to view your bookings, print, cancel or re-schedule appointments**. You have the option of **submitting comments or questions to the teacher** as part of the booking process.

Important dates and times:

Friday, March 8th	Start scheduling your interviews at 6:00 PM
Thursday, March 14th	Parent Teacher Conferences Grades K-9 at 4:30PM – 7:30 PM
Friday, March 15st	<u>No classes for grades K-9</u> Parent Teacher Conferences at 9:00 AM – 11:30 AM and 1:00PM – 3:00 PM

If you have **questions or need assistance**, please feel free to call the office **403-500-2130**.