



Holy Child School

31 Silverado Terrace SW, Calgary Alberta T2X 0K4
Phone: 403-500-2130 Fax: 403-500-2330
www.cssd.ab.ca/schools/holychild

PARENT/GUARDIAN INSTRUCTIONS ~ September 2019

Parent-Teacher Conferences - September 19th & 20th, 2019

Please note that these conferences are intended for parents to meet the teacher to discuss your child's unique personality and learning styles!

We are pleased to be using the Conference Manager to schedule Parent-Teacher Interviews using the Internet

The link for the Conference Manager is: <https://holychild.schoolsoft.ca> (DO NOT include "www")

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. If you have never registered in the Conference Manager use the link above and click the "Register Now" button.

Can't remember your password?

If you already have a Parent Account, click on the link above, select "Forgot your password" and enter the email address you used to register in the system. You will then receive an email containing instructions for resetting your password. If you do not receive an email, you might have entered an email address the system does not recognize. If the problem persists, please contact the office and ask them to access your Parent Account, confirm your email address and reset your password.

Step 1 - Conference Manager Opens to Parents – September 13th at 6:00pm. If you used the Conference Manager in the past, your email and password are still in the system. You can simply access the Conference Manager using the link above.

Step 2 – Book your Parent-Teacher interviews Select the teachers with whom you want to book interviews. You will see each teacher's schedule. After booking your appointments you can print off your schedule. You will also receive an email confirming your bookings. You can log into the system at any time to view your bookings, print, cancel or re-schedule appointments.

If you do not have Internet access, you are welcome to contact the office and we will schedule your conferences on your behalf 403-500-2130

Important dates and times:

Friday, September 13th Start scheduling your interviews at 6:00 PM

Thursday, September 19th Scheduling Closes at 12:00, book your appointments prior to this time.
Parent Teacher Conferences Grades 1-9 at 4:30PM – 7:30 PM

Friday, September 20st No classes for grades K-9 Parent Teacher Conferences Grades 1-9 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.**