



# ST. AUGUSTINE FINE ARTS SCHOOL

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## Parent-Teacher Conferences – March 2017

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://staugustine.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. Please also add [appointments@schoolsoft.ca](mailto:appointments@schoolsoft.ca) to your address book in your computer mail. This will override any spam filters that might be blocking the email. 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 – Saturday, March 11 @ 8:00 AM

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.

### Important Dates:

**Saturday, March 11<sup>th</sup>** – Start scheduling your interviews at 8:00 AM

**Wednesday, March 15<sup>th</sup>** – Conference Manager closes at 12:00 PM

**Wednesday, March 15<sup>th</sup>** – Parent Teacher Interviews (4:30-7:30)

**Thursday, March 16<sup>th</sup>** – Parent Teacher Interviews (9:00 -3:00)

We recommend adding  
[appointments@schoolsoft.ca](mailto:appointments@schoolsoft.ca)  
to your address book

During this Parent/Teacher Conference, you are encouraged to book your appointment with your child’s homeroom teacher. Due to limited time slots, we want to ensure all parents have the opportunity to meet with the homeroom teacher. This will give you a chance to touch base and provide teachers with pertinent information, which will be forwarded to all other curriculum teachers. If you feel a significant need to meet with your child’s other teacher(s), you are invited to book at this time as well. Parents/guardians are reminded to only book one time slot per teacher. You will also need to allow for travel time between interviews. If a teacher requires additional time with a parent/guardian, they will contact the parent/guardian directly and schedule a conference time.

If you are having difficulty with making your booking or do not have access to Internet then please email [sherry.ogrodnick@cassd.ab.ca](mailto:sherry.ogrodnick@cassd.ab.ca) or phone 403-500-2022. If after your appointment you feel you need extra time to discuss student concerns with a teacher(s), please feel free to email the teacher(s) directly. If you are unable to access the internet please call the school directly.

If you have any questions or need assistance, please feel free to contact the school.

We greatly appreciate and thank parents/guardians for booking their own appointments online.

Online tutorials regarding the use of the Conference Manager are available at:

<http://www.schoolsoft.ca/tutorials/parents.html>