



ST. JOAN OF ARC SCHOOL

10 Dempsey Avenue
Regina, Saskatchewan S4T 7H9
Tel: (306) 791-7350 Fax: (306) 791-3584
www.rcsd.ca/joanofarc



Principal, Shawn Pearce s.pearce@rcsd.ca
Office Manager, Phyllis Schneider p.schneider@rcsd.ca

Vice-Principal, Lee Garinger l.garinger@rcsd.ca
Community School Coordinator, Alison Lewis a.lewis@rcsd.ca

October 30, 2018

Dear Parents/Guardians:

Pre-Kindergarten, Grade 1 – Grade 8

Every year, we host Student Led Conferences, which allow parents a chance to come in to meet with their child's teacher to discuss their academic progress. We strongly suggest that students attend the conferences with their parents/guardians. The Student Led Conferences will be scheduled on the evening of Wednesday, November 21 and Thursday, November 22 from 4:00 -8:00 pm. There will be **no school** for **students and staff** on Friday, November 23rd as a result. The conferences will be 10 minutes in length with 3-minute breaks in between. Music will be played to signal the end of each conference time in order for us to remain on schedule. The Kindergarten conferences are scheduled in a "Celebration of Learning" format with 30-minute sessions available. A separate letter has been sent home for the Kindergarten classroom following the "Celebration of Learning" format.

To make an appointment to meet with the teacher(s) during the scheduled times, we have the Schoolsoft Conference Manager online program set up. Any parents who do not register online ahead of time (or who do not contact us for help to register if they do not have internet access) will be assigned any open times that are left.

Please note: We are only able to schedule **1 conference per child per family** during the allocated times so for any split/blended/shared families, it is up to the parents to coordinate/decide who will get the scheduled time and who will arrange with the teacher for an alternate arrangement (phone call or meeting at another time).

Here is the information you need to sign up online for your conference times:

We are pleased to be using the Conference Manager to schedule Parent-Student-Teacher Conferences using the Internet.

The link for the Conference Manager is [**https://stjoan-rcs.schoolsoft.ca**](https://stjoan-rcs.schoolsoft.ca)
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 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 you're Parent Account, confirm your email address and reset your password.

Step 1 - Conference Manager Opens to Parents, Friday, November 2nd @ 8:00 am until Wednesday, November 7th @12:00 noon.

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-Student-Teacher conferences

Select the teachers with whom you want to book conferences. 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 speak with Mrs. Schneider who will schedule your conferences with you over the phone.

Important Dates:

Friday, November 2nd – Start scheduling your conferences at 8:00am

Wednesday, November 7th – Conference Manager closes at 12:00 noon

Tuesday, November 20th- Progress Reports

Wednesday, November 21th – Parent-Student-Teacher Conferences (4:00 -8:00 pm)

Thursday, November 22nd – Parent-Student-Teacher Conferences (4:00 – 8:00 pm)

Friday, November 23rd – No School for Students and Staff (all day)

If you have any questions or need assistance, please feel free to contact me at 791-7350 or email at p.schneider@rcsd.ca.

Sincerely,
Mr. Shawn Pearce
Principal

We recommend adding
appointments@schoolsoft.ca
to your address book