



*St. Timothy School, 280 Sangster Boulevard,  
Regina SK S4R 7H5  
Phone: 306-791-7395*



February, 2020

**RE: Parent/Teacher/Student Conferences**

Dear Parent/Guardian:

This year once again, St. Timothy School will be following the three way conference approach. **Students are required to be at the conference.** You will be booking 10 minute blocks for the student grades K to 8. The structure will be approximately 10 minute interviews with travel time (2 minutes). Prekindergarten classes will have groups of 5 (student and parents) for approximately 45 minute learning centres and travel time (totaling 50 minutes). We look forward to meeting with you at this celebration of learning. **(When booking Prekindergarten with another grade, remember the interview time variations)**

**HOW TO BOOK YOUR CONFERENCE (Booking System Opens March 1, 2020)**

We are pleased to be using the Conference Manager to schedule Parent/Student/Teacher Conferences using the Internet. You will schedule your conferences online.

The link for the Conference Manager is: <https://sttimothy-rcs.schoolsoft.com/login.jsf?logout=true>

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 the Parent Account, confirm your email address and reset your password.

**Step 1 - Conference Manager Opens to Parents – Sunday, March 1st at 6:00 a.m.**

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 – Between March 1st (6:00 a.m.) and March 17th (10:00 p.m.), book your Parent-Student-Teacher Conferences**

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 until Tuesday, March 17<sup>th</sup> 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. If appointments have not been booked online by March 17<sup>th</sup>, the office will schedule one on your behalf. If you are unable to make interview times, please email the office at [t.grywul@rcsd.ca](mailto:t.grywul@rcsd.ca) so you will not be automatically scheduled for an interview. Also, contact the office if you cannot make these times and we can forward your name to the teacher for scheduling of another meeting.

**Important Dates:**

- March 1<sup>st</sup> – Start scheduling your conferences at 6:00 a.m.
- March 17<sup>th</sup> – Conference Manager closes at 10:00 p.m.
- March 25<sup>th</sup> – Parent/Student/Teacher Conferences 4:00 to 7:46 p.m.
- March 26<sup>th</sup> – Parent/Student/Teacher Conferences 4:00 to 7:46 p.m.
- March 27<sup>d</sup> – No School (in lieu of Parent/Teacher/Student Conferences)

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

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

Sincerely,

G. Gilbert, Principal  
M. Wahl, Vice-Principal