

Parent-Student-Teacher Conferences

Once again this semester, we are pleased to be using the Conference Manager to schedule Parent-Student-Teacher Conferences.

The link for the Parent Login Site is: <https://retsd.schoolsoft.com>

The majority of parents have already set up their parent accounts. If this is the case, simply login to your account and book your conference as detailed in steps 1 and 2 below.

If you do not already have one, 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. **To register** in the Conference Manager use the link above and click the "Register Now" button and complete the registration form. Your login credentials (email and password) will remain in the system to make it easy to access the Conference Manager in the future. Please choose the appropriate school(s) from the drop down menu for each child.

Note: You can update your Parent Account at any time by logging in and updating your profile.

Can't remember your password?

In the future, if you forget your password, go to <https://retsd.schoolsoft.com>, 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. Be sure to add appointments@schoolsoft.com to your Address Book. This will over-ride 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 – Open the link <https://retsd.schoolsoft.com>

Step 2 – Book your Parent-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 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:

Wednesday, April 22 – The Conference Manager opens at 5:00 p.m. You may begin to book appointments then.

Wednesday, April 29 – The Conference Manager closes at 11:30 p.m. If you have not booked an appointment by that time, please contact the school office staff who will be able to assist you.

Thursday, April 30 – Parent/Student/Teacher Conferences 5:00 p.m. – 8:00 p.m.

Friday, May 1 – Parent/Student/Teacher Conferences 1:00 p.m. – 3:15 p.m.