



# Miles Macdonell Collegiate

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## **Student / TA Appointment Miles Macdonell Collegiate Graduation Information**

In the next few weeks, Grade 12 students at Miles Macdonell Collegiate will be receiving important information regarding graduation and convocation.

Each student is required to attend a personal interview on **Wednesday, February 28** with their Teacher Advisor (TA). Parents/guardians are welcome, but your attendance is not necessary. Please see the attached information (reverse side) regarding booking these appointments online using the Conference Manager.

**Appointments can be booked online from Tuesday, February 12 at 5:00 p.m. until Monday, February 25, at 11:30 p.m. If no appointment has been booked for your child by this time, we will book one for you.** To accommodate these interviews, there will be no regularly scheduled classes on February 28.

During these interviews, students will:

1. Be measured for their cap and gown
2. Submit their yearbook quote
3. Pay their Grad Fee of \$25
4. Submit their Convocation Statement
5. Review their Grad Tracking form
6. Submit MMC Year End Scholarship Survey
7. Take part in an exit interview with their Teacher Advisor (TA)

To provide information to our Grade 12 students (and parents/guardians if they choose to attend), we have invited numerous representatives from organizations and post-secondary institutions. They include: U of M, U of W, RRC, Université de St. Boniface, Brandon University, CMU, Booth University College, MC College, Herzing Career College, Assiniboine Community College, U of M Faculty of Agriculture and Food Sciences, Manitoba Student Aid, RCMP, and Jostens Grad Rings. Booths will be set up in the school hallways so that these representatives can answer questions for you and your child regarding their institutions as well as provide education and possible career paths.

If you are unable to attend the personal interview time with your child's Teacher Advisor, ensure that your child attends so that they can take care of these critical graduation details.

If you are a student who is 18 or older and you have signed the form in the office which allows you to make your own decisions regarding your education, you need to see your TA to book an appointment for you.

The TA will confirm the specific appointment time as booked by you using the Conference Manager through a letter given to your child.

Sincerely,

Mark Bruce  
Principal

## Booking Appointments through 'Conference Manager' For Registration / Graduation Information Day

We are pleased to be using the Conference Manager to schedule appointments for our registration/graduation day.

The link for the Parent Login Site is:

<https://retsd.schoolsoft.com>

(DO NOT include "www")

Step 1: (not necessary if you already have a Conference Manager account).

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](mailto: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 2 - Conference Manager Opens to Parents – TUESDAY, FEBRUARY 12, 2019 AT 5:00 P.M. AND CLOSSES ON THURSDAY, FEBRUARY 21, 2019 AT 11:30 P.M.

Once you have registered the first time, your email and password remain in the system. After the system opens you can simply access the Conference Manager using the link above.

### Step 3 – Book your Registration / Graduation Information Appointment

Select your child's Teacher Advisor (TA) **only** for this appointment. You will see the TA's schedule. After booking your appointment you can print off your schedule. You will also receive an email confirming your booking. You can log into the system at any time to view your booking, print, cancel or re-schedule your appointment.

If you do not have Internet access, you are welcome to contact the office and we will schedule your appointment on your behalf.

### Important Dates:

Tues. Feb. 12 – Booking appointments begins at 5:00 p.m.

Thurs. Feb. 21 – Booking appointments ends at 11:30 p.m.

Wed. Feb. 28 – Course Registration/Graduation Info. Day

We recommend adding  
[appointments.schoolsoft.com](mailto:appointments.schoolsoft.com)  
to your Address Book.

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