



# Polson School

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March 3, 2021

Dear Parents/Guardians,

Polson School will once again be using Conference Manager to book parent-teacher conferences this spring. Conference Manager will open on Monday, March 8<sup>th</sup> for parents/guardians to book their appointment times. The link will close on Thursday, March 25<sup>th</sup> at 2:00pm.

Our school will be holding parent-teacher conferences via Conference Manager on Thursday, March 25<sup>th</sup> (4pm to 8pm) and Friday, March 26<sup>th</sup> (8:30am to 11:30am).

For new users, the first step is to register an account on the main login page that you can find on the Quick Links section of retsd.mb.ca or at <https://retsd.schoolsoft.com/login.jsf>.

We encourage parents to watch our step-by-step videos to walk you through how to use Conference Manager:

1. Overview—Creating an Account: <https://vimeo.com/468225506>
2. Booking a Conference/Meeting: <https://vimeo.com/468250128>
3. Conferences Using a Mobile Device: <https://vimeo.com/468252027>
4. Conferences Using a Computer: <https://vimeo.com/468255284>

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

D. Busceti,

Principal