



River East Collegiate

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November 2021

Dear Parent/Guardian:

Virtual Student/Parent/Teacher Conferences will take place on Thursday, November 25, 2021. Ten-minute sessions will be available from 3:30-4:30 pm, and from 5:30-8:30 pm.

River East Collegiate will use [Conference Manager](#) for booking SPTC appointments. The system is convenient, secure, and easy to use. You can make online cancellations or changes to your bookings, and you will receive confirmation emails any time you make changes to your appointments. **Your confirmation emails will contain the teachers' meeting links which you will click on to join your virtual conferences.**

The system will open for booking appointments on November 10th at 6am and will close for booking on November 25th at 12pm.

To book your appointments, follow these steps:

1. Open a browser window and go to: <https://retsd.schoolsoft.com>
2. If you already have an account, login with your email address and proceed to step 5.
3. If you do not have an account set up, click on the "Parent" tab
4. Choose "add Parent" and fill in the information requested for you and your children
5. Select "Book Conference"
6. Choose "virtual SPTC afternoon session" or "virtual SPTC evening session"
7. Select the teachers you would like to meet by checking the box beside their name. Click "NEXT"
8. Choose any available time slot then click "SUBMIT"
9. Review your appointment times and log out. You will receive email confirmation of your appointments.

Virtual Conferences will be done via Microsoft Teams.

Here are instructions for conferencing using a mobile device: <https://vimeo.com/468252027>

Here are instructions for conferencing using a computer: <https://vimeo.com/468255284>

Feel free to contact us with any questions.

We look forward to engaging in conversations with you as we work together to plan for your child's success.

REC Admin Team