



# River East Collegiate

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November 2018

Dear Parent/Guardian:

Our next Student/Parent/Teacher Conferences will take place on Wednesday, November 21, 2018. Ten-minute sessions will be available from 3-4:30 pm, and from 5:30-8:30 pm. We look forward to engaging in conversations with you as we work together to plan for your child's success.

**River East Collegiate will once again be using our online system for booking SPT Conference appointments.** The system is extremely convenient, secure, and easy to use.

With this web-based booking system, you can easily make appointments online without having to contact the school or send in a note with your child. You will receive a confirmation email which will confirm your appointment times at the email address that you provide.

You will also can make online cancellations or changes to your bookings. You will receive confirmation emails any time you make changes to your appointments.

To book your appointments, all you will require is an email address and access to the internet. Details on how to schedule your conferences are noted below:

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 "SPTC afternoon session Nov. 2018" or "SPTC evening session Nov. 2018"
7. Select the teachers you would like to meet by checking the box beside their name. Click "NEXT"
8. Choose any time available time slot then click "SUBMIT"
9. Review your appointment times and Log Out.

Feel free to contact us with any questions.

Thank you, and we look forward to joining you in planning for your child's success!