



# ST. THOMAS MORE Catholic Junior High School

9610 - 165 Street, Edmonton, Alberta. T5P 3S6

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## Parent-Teacher Conferences

We are pleased to be using the **Conference Manager** to schedule Parent-Teacher Interviews using the internet.

The link for the Conference Manager is: <https://stthomasmore.schoolsoft.ca>

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. You can use the link above and click the **"Register Now"** button to register your profile. This can be done at any time. Use the steps listed to book your interview times once the booking system is open on the dates below:

### Step 1 – Go to the Conference Manager online.

The conference manager will open to parents for scheduling interviews **on Friday, March 9<sup>th</sup> at 3:30pm and closes Wednesday, March 14<sup>th</sup> at 11:00am. You can book up to FOUR appointments.**

**\*\*Remember you must register first, before booking appointments for the first time. Registration can be done at any time before or during the times listed below. Go to <https://stthomasmore.schoolsoft.ca>**

### Step 2 – Book your Parent-Teacher interviews.

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.

### Important Dates and times:

Conference scheduler opens for bookings – March 9<sup>th</sup> at 3:30 pm

Conference scheduler closes for bookings – March 14<sup>th</sup> at 11:00 am

Interviews take place from 3:15pm to 5:00pm and 6:00pm to 8:00 pm on March 14<sup>th</sup>

If you have any questions or need assistance contact the school office.

Sincerely,

Mrs. Eugenia Kowalczyk (Principal)

Ms. Daniela Stabile (Acting Principal)

Mr. Paul Borchert (Acting Assistant Principal)

