



# River East Collegiate

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November 2024

Dear Parent/Guardian:

Our next Student/Family/Teacher Conferences will take place at River East Collegiate on **Thursday, November 21, 2024, from 4:30-8:00 PM.**

If you are unable to attend during this in-person session, please reach out to your student's teachers.

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 Conference appointments. The system is extremely convenient, secure, and easy to use.

**Conference times are available for booking as of November 13<sup>th</sup> – 20<sup>th</sup>.**

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 can also 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 require is an email address and access to the internet. Details on how to schedule your conferences are here:

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 "Thursday, November 21 – In Person Student/ Family/ Teacher Conferences"
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. We look forward to joining you in planning for your child's success!

Sincerely,

Brian Locken  
Principal

Luke Klassen  
Vice-Principal

Tracey Lintott  
Vice-Principal

Nadia Binda-Moir  
Vice-Principal