



Emerson School

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October 28, 2025

Our next Student-Led Conferences will take place at Emerson School on November 5th and 6th, 2025. Ten-minute sessions will be available Thursday and Friday from 4:15-8:30pm. Although the discussions with teachers may be 10 minutes long, you could be in your child's classroom for longer. Your children will show you some of the great things they've been learning. If you have more than one child in the school, please allow yourself some space between appointments so you can fully enjoy your time in each child's classroom. There will be other families in the classroom with you, sharing student success. We look forward to celebrating your student with you!

Emerson School uses the online Conference Manager website for booking appointments. The system is extremely convenient, secure, and easy to use. A link to the Conference Manager site is available in the "Helpful Links" section of the Emerson School Website, or below in this letter. The website will open for booking on October 29th, 2025, and will close on November 5th at 2 pm.

With this booking system, you can easily make an appointment online without having to contact the school or send in a paper form. You will receive a confirmation at the email address you provide, which will confirm your appointment. You can make online cancellations or changes to your booking, and you will receive a confirmation email any time you make changes to your appointment.

To book your appointments, all you need is an email address and access to the internet. Details on how to schedule your appointment 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 child(ren)
5. Select "Book Conference"
6. Choose your desired Conference session from the drop-down menu
7. Select your child's teacher by checking the box beside their name, then click "NEXT"
8. Choose any time available time slot then click "SUBMIT"
9. Review your appointment time and log out.

If you prefer a virtual appointment, please contact your child's classroom teacher directly.

Feel free to contact us with any questions.