



École Salisbury Morse Place School

795 Prince Rupert Ave. | Winnipeg, MB R2K 1W6 | Tel: 204.668.9304 | Fax: 204.668.9390

Principal: Tanis Ziprick | Vice-Principal: Chris Dasch | Vice-Principal: Sheri Stoesz

Email: smp@retsd.mb.ca | Web: www.retsd.mb.ca/smp

November 16, 2023

Dear Families,

Our Student Led/Parent Conference times are scheduled for in-person during the evening of **Thursday, November 23rd** and the morning of **Friday, November 24th**. As a follow up to Report Cards, we look forward to meeting with parents and students to discuss progress to date.

These meetings provide an opportunity for discussions of student strengths, areas for growth, and a plan for learning. This conference will provide an opportunity for students and families to work together to achieve the learning goals.

If you are unable to attend an appointment during this time, please email your child's teacher and a phone or Teams video conference can be set up at a later date.

As was done in previous years, the RETSD is continuing to use the Conference Manager System so families can schedule their own appointment times on-line. Please read the attached information with step-by-step instructions. If you need help, please call the school and we will be happy to assist you in this process.

Report cards will be issued and posted in the afternoon on Monday, November 20th to the Parent Portal.

Sincerely,

Mrs. Tanis Ziprick, Principal

Mr. Chris Dasch, Vice-Principal

Mrs. Sheri Stoesz, Vice-Principal



École Salisbury Morse Place School

Parent-Teacher Conferences

We are pleased to be using Conference Manager to schedule Parent-Teacher Conferencesonline.

The link for the Parent Login Site is:
<https://retsd.schoolsoft.com/login.jsf>
(**DO NOT** include "www")

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.**

To register in the Conference Manager use the link above and click the "Register Now" button and complete the registration form. Your login credentials (email and password) will remain in the system to make it easy to access the Conference Manager in the future. Please ensure you input all of your children currently attending École Salisbury Morse Place School. Choose the appropriate schoolfrom the drop-down menu for each child.

Note you can update your Parent Account at any time by logging in and updating your profile.

CAN'T REMEMBER YOUR PASSWORD?

If you already have a Parent Account, click on the link above, select "Forgot your password" andenter the email address you used to register in the system. You will then receive an email containing instructions for resetting your password. If you do not receive an email, you might have entered an email address the system does not recognize. Be sure to add appointments@schoolsoft.com to your Address Book. This will over-ride any spam filters that might be blocking the email. If the problem persists, please contact the office and ask them to access your Parent Account, confirm your email address, and reset your password.

Step 1 - Conference Manager opens to parents – Monday, November 20th. If you used the Conference Manager in the past, your email and password are still in the system. You can simply access the Conference Manager using the link above.

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.

We recommend adding
appointments.schoolsoft.com
to your Address Book.



École Salisbury Morse Place School

*Note: If you would like to see a specialist teacher (Music, Phys. Ed., Home. Ec., Graphics, Manufacturing) you may schedule an appointment with them as well or visit them in their teaching space.

Early Years

Music – Elizabeth Neufeld

Phys. Ed –Mary Thomson, Dylan Mozdzen

Middle Years

Band – Murray Wichert

Phys. Ed. – Brad Reynolds, Dylan Mozdzen

Home Ec. – Katrena Johnson

Graphics – Emily Fillion

Manufacturing / Art – Ysa Aguinaldo

If you do not have Internet access, you are welcome to contact the office and we will schedule your conferences on your behalf.

IMPORTANT DATES:

Monday, November 20th – Start scheduling your interviews. The system **opens at 8:00 am**

Wednesday, November 22nd – Conference Manager system **closes to registrations at 11:30 pm**

PARENT TEACHER INTERVIEWS:

Thursday, November 23rd from 4:00 to 7:20 pm

Friday, November 24th from 9:00 am to 11:20 am

If you have any questions or need assistance, please feel free to contact the school.

Regards,

Tanis Ziprick, Chris Dasch, Sheri Stoesz
ÉSMP Administrative Team