



OUR LADY OF THE SNOWS CATHOLIC ACADEMY

3100A STEWART CREEK DRIVE
CANMORE, ALBERTA
T1W 3M6
TELEPHONE (403) 609 3699
WWW.REDEEMER.AB.CA

PRINCIPAL – MR. JAMIE LANDRY

VICE PRINCIPAL – MS. SARAH WATSON

VICE PRINCIPAL – MR. REMO TARGA

Parent - Teacher Interview

Please note that the Conference Manager opens to all parents for booking appointments on:

November 15, 2019 at 1:00 p.m.

We are pleased to be using the Conference Manager to schedule Parent-Teacher Interviews using the Internet via our **PowerSchool Parent Portal**. Please follow the steps below to book your parent-teacher conferences:

Step 1 - Log in to your **PARENT PORTAL** <https://powerschool.redeemer.ab.ca/public/> Website (**DO NOT USE THE APP**) (if you forget your username and password call/email Elaine Caissie)

Step 2 - Click the arrow on the top right side of your screen that looks like this  (*top right corner of your screen*)

Step 3 - Click the SchoolSoft Conference Manager

Step 4 - Select Our Lady of the Snows Catholic Academy

Step 5 - Then you may choose available conference sessions to book your Parent-Teacher Interviews. Select the date you want to book an appointment on and then select all the teachers with whom you wish to meet. 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, or cancel and re-schedule appointments.

Step 6 - Email confirmation and reminder emails
Once appointments are booked, you will receive a confirmation email from appointments@schoolsoft.com.

Adding this email address to your address book in your email application will help ensure it over-rides any spam filters. You will also receive an email reminder before your interview to confirm your upcoming bookings.

We recommend adding
appointments@schoolsoft.com
to your address book

If you are having difficulties, you are welcome to contact the office and we will schedule your conferences on your behalf.

Important Dates:

- Fri Nov 15** – Start scheduling your interviews at **1:00 p.m.**
- Wed Nov 27** – Conference Manager closes for bookings at **11:00 p.m.**
- Thu Nov 28** – **Parent Teacher Interviews**
- Fri Nov 29** – No School in lieu of Parent Teacher Interview

**CLICK the VIDEO on How to
Schedule My Parent Teacher
Interview**

If you have any questions or need assistance, please feel free to contact
Elaine Caissie at ecaissie@redeemer.ab.ca or 403-609-3699 ext. 123

TO NURTURE AND ENLIGHTEN THE HEART, MIND AND SOUL.
TO SEE THE THINGS THAT ARE OF GOD.
TO CELEBRATE OUR CATHOLIC FAITH THROUGH PRAYER, THROUGH PLAY, THROUGH LEARNING