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Skowhegan Area High School and Bloomfield Academy

DANIEL F. HYLAN
DIRECTOR OF GUIDANCE

BRIAN JONES
ATHLETIC DIRECTOR

September 12, 2022

Dear Parents/Guardians:

We are pleased to announce the dates of Parent Teacher Conferences for Skowhegan Area High School. **Conferences will be held on Tuesday, October 4th and Thursday, October 6th, from 4:00-7:00 p.m.** Parent Teacher Conferences will be held in person this school year. Before conferences, parents are encouraged to review first quarter grades for their child, either via PowerSchool or in hard copy if requested.

Like last year, SAHS is utilizing a web-based program called Conference Manager to schedule conferences directly with teachers. To begin the process of scheduling conferences with your child's teachers, please go to <https://sahs.msad54.org> and click the SAHS Conference Manager button which can be found under the Quick Links section of the SAHS homepage. This will launch the Conference Manager program. The parent guide sheet will take you through the process of creating an account, booking your conferences, and printing your Parent Teacher Conference schedule. If you created an account last year, the account username and password should still be active.

Parents are encouraged to create accounts as soon as possible to receive system emails and information. The window to book conferences will open at 8:00 a.m. on 9/19/22 and will close on 10/3/22 at 5:00 p.m. **It is important to note that conferences must be booked in advance of the conference evenings.** Should you not have access to the Internet to book conferences, please come to SAHS between 10:00am and 11:00am any school day the conference window is open and we will gladly assist you with the conference booking process. We hope our families find this program easy to use and a helpful way for parents to connect with teachers.

As in years past, conferences will be ten minutes long. If ten minutes is not enough time, please schedule a follow-up meeting with the teacher. Also, we ask that parents honor their scheduled conference times. If you miss your conference appointment, please reach out to your child's teacher and continue with your scheduled conferences. Please note, parents are encouraged to bring their students to conferences so they can be part of the conversations.

Thank you for your continued interest in your child's education. We are all vested in the success of your student at Skowhegan Area High School.

Sincerely,

SAHS Administrative Team

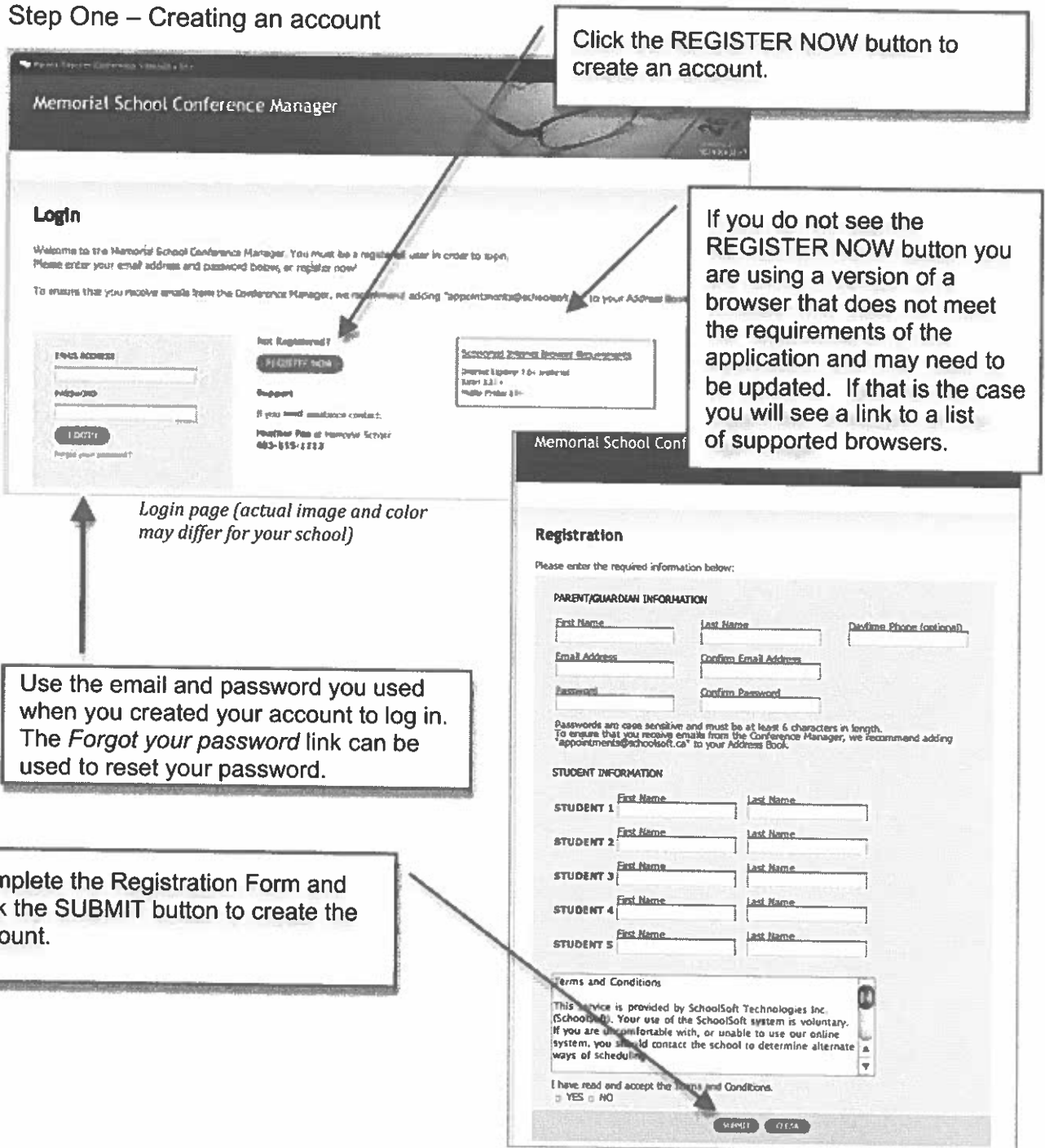
Instructions for Parents Scheduling Parent-Teacher Conferences

Welcome to your school's conference manager. The Conference Manager allows you to schedule parent-teacher conferences on-line.

The school will provide you with a link that will launch the Conference Manager. The school or district may have added a link to the Conference Manager to their web site.

To book conference times, you must create an account and then log in to the system.

Step One – Creating an account



Click the REGISTER NOW button to create an account.

If you do not see the REGISTER NOW button you are using a version of a browser that does not meet the requirements of the application and may need to be updated. If that is the case you will see a link to a list of supported browsers.

Use the email and password you used when you created your account to log in. The *Forgot your password* link can be used to reset your password.

Complete the Registration Form and click the SUBMIT button to create the account.

Login page (actual image and color may differ for your school)

Registration

Please enter the required information below:

PARENT/GUARDIAN INFORMATION

First Name _____ Last Name _____ Daytime Phone (optional) _____
 Email Address _____ Confirm Email Address _____
 Password _____ Confirm Password _____

Passwords are case sensitive and must be at least 6 characters in length. To ensure that you receive emails from the Conference Manager, we recommend adding "appointments@schoolsoft.ca" to your Address Book.

STUDENT INFORMATION

STUDENT 1 First Name _____ Last Name _____
 STUDENT 2 First Name _____ Last Name _____
 STUDENT 3 First Name _____ Last Name _____
 STUDENT 4 First Name _____ Last Name _____
 STUDENT 5 First Name _____ Last Name _____

Terms and Conditions

This service is provided by SchoolSoft Technologies Inc. (SchoolSoft). Your use of the SchoolSoft system is voluntary. If you are uncomfortable with, or unable to use our online system, you should contact the school to determine alternate ways of scheduling.

I have read and accept the Terms and Conditions.
 YES NO

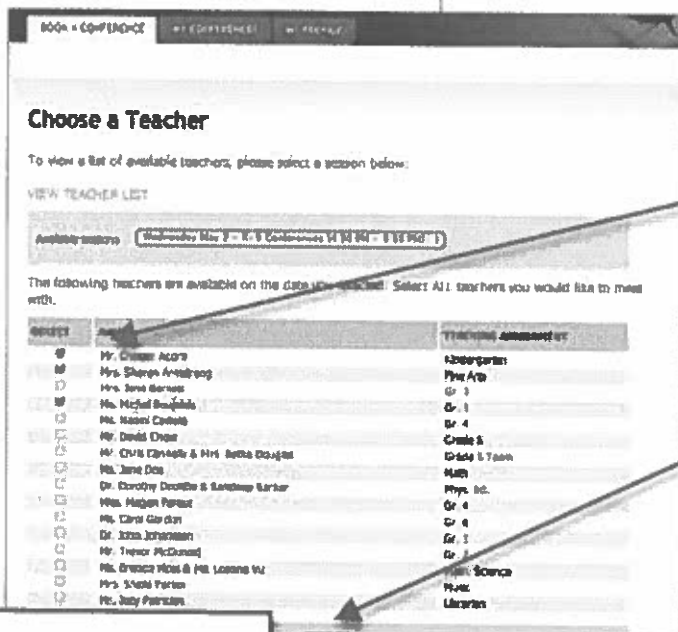
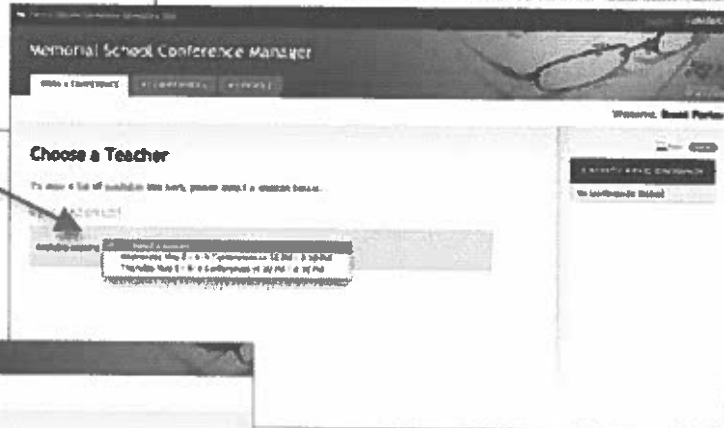
MEMBER OF SCHOOLSOFT

Step Two – Booking Conference Times

Once logged in you will see the **BOOK CONFERENCE** button if the system is active. If booking is not yet active, the date and time booking begins will be displayed.



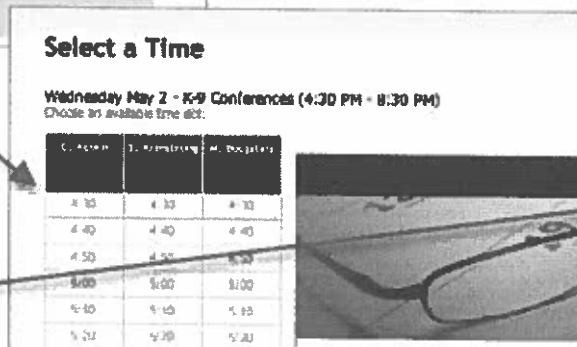
Select the conference session/date that matches your booking preferences



Place a checkmark beside each teacher you wish to see. If you have more than one child, check teachers for all children.

Click the **NEXT** button to view the schedules that match your teacher selections.

Click an available time to complete a booking. Repeat for all teachers. Unless instructed otherwise, only book one conference per teacher.



Click here to log out. You may be asked to complete a satisfaction survey.

When finished with the booking process you may print your schedule.

Booked appointments appear in the panel on the right side of the screen. You will also receive a confirmation email.

