Parent Teacher Conferences – Week of March 27th
(In Person Meetings March 30th 4-6 pm; all other meeting times are virtual)
Sign up via Springbank Community High School Conference Manager

The process for booking conferences is broken into the following steps:

Step 1 – Pre-Register at https://springbankhigh.schoolsoft.com

You can set up a Parent Account by following the link above. 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 NOTE: if you have forgotten your Conference Manager password, set up a new Conference Manager account using your existing email. DO NOT request a password reset as that email chain is unseen by the school.

Chrome is the preferred browser for Conference Manager. Please note that if you are using an older browser, the Conference Manager will automatically prompt you to update your browser and provide you with a link. This is a one-time process and only takes a couple of minutes. In order to ensure that your email program does not block emails sent from the Conference Manager, we suggest adding appointments@schoolsoft.com to your address book.

Step 2 – Conference Manager Opens to Parents – **Saturday March 18th at 12:00pm.**
 You can access the Parent Login Page using the link in the Confirmation Email. If you do not receive a Confirmation Email, you can login by going directly to https://springbankhigh.schoolsoft.com .

Step 3 – Book your Parent Teacher Conferences – **1 meeting per teacher per student**
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 containing the teacher name, time and location of the conference. You can log into the system at any time to view your bookings, print, cancel or re-schedule appointments. You have the option of submitting comments or questions to the teacher as part of the booking process. Login information for entering the virtual sessions will be sent to parents by March 26th .

Conference Manager Closes Sunday, March 26th at 12:00pm.