Dear Parents, Guardians & Students,

RE: **Virtual Parent-Teacher Conferences**
DATE: **Thursday, January 28th, 2021 & Friday, January 29th, 2021**

Due to COVID-19, NMS Campus is using Google Meet to conduct parent-teacher conferences this year. We are asking you to book your conference time through school soft as you normally would.

Please be at the internet connected device that is suitable for your conferences **5 minutes before** your scheduled conference time. Have your email open and ready as the conference manager will send you an email that will be used to initiate your interview at your designated time. If you are unable to attend the conference, please email your child's teacher directly.

It is advised to watch this link so you are familiarized with how virtual conference will be initiated.

      https://www.youtube.com/watch?v=qy5Tkguf9ts&feature=youtu.be

These conferences are **essential and mandatory** and are **10** minutes in length. Given the number of conferences each teacher needs to conduct, if you require more than 10 minutes, you will need to email your child's teacher to request additional time for a later date. If you have limited flexibility in conference times, please ensure that you register and create a parent account immediately as all bookings are **first come first serve**.

To book a conference click the following link: *https://ffca-north.schoolsoft.ca/*

Bookings for this round of conferences will begin on Monday, January 18th at 6:00pm and will end on Monday, January 25th at 10:00pm

FIRST TIME USERS:

The first time you use the **FFCA NMS School Conference Manager** you will be required to register and create a parent account, which only takes a minute or two. You can continue to use this same account for the duration of the time you have children in the school, so please record your password where you can reference it later.

To create a parent account and/or book a conference please click the following link: *https://ffca-north.schoolsoft.ca/*

Thank you.

NMS Administration