

Hello, parents and guardians,

Our Fall Parent - Teacher Conferences will be held on Thursday, October 2, 2025 from 11:30 a.m. to 3:30 p.m. and 4:30 to 7:30 p.m. We will be using the online program SchoolSoft again to schedule conferences. Families have two options for the conferences, virtual or in-person. Parents who want to meet virtually do not have to do anything different than last year (unless you changed schools-instructions are below). Like last year, parents choosing virtual will receive a link shortly before the meeting. Please be at your computer on time. If a parent prefers to meet in person during their scheduled time, the parent should schedule a time in SchoolSoft and enter in the notes section that you would like in-person for the scheduled time.

The in-person time will be from 2:30-3:30 pm and 6:30-7:30 pm. All other conferences will be virtual. You need to use the SchoolSoft site for in-person and virtual conferences. No walk-in conferences will occur. The teacher will provide the location of the conference at Utica. Parents should be at school on time for their scheduled conference and keep to the time limit that was scheduled.

At noon on Friday your opportunity to book conferences will open. You will be able to schedule and meet virtually or in-person with your Utica teachers regarding your student's progress. The ***SchoolSoft Conference Manager*** will allow you to check our teachers' conference schedules and book an appointment on-line for either an afternoon or evening conference session. We will again use Microsoft Teams to conduct the virtual conferences.

Many of you have already set up your account for *Conference Manager* last year. However, if you have not, OR if your student made a switch between the Virtual Academy and Remote/In-Person, you will be required to register and create a parent account. This only takes a minute or two. You will 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.

Please note that while you can register at any time, the appointment window will not open until Noon on Friday, September 26, 2025. The appointment window will close on Wednesday, October 1st, at 11:30 p.m.

Both Parent Teacher Conference Sessions for Utica and the High School Virtual Academy will be on Thursday, October 2nd from 11:30 a.m. - 3:30 p.m. and from 4:30 p.m. to 7:30 p.m.

To create an account (if not already done) please use the following steps (a tutorial is available by clicking on this [LINK](#)):

1. **Go to the following website** <https://utica.schoolsoft.com>.

2. **Register for a parent account.** To register click the REGISTER NOW button and complete the registration page. Once registered you will be able to immediately log in to the Conference Manager. An email will also be sent to the address you specified. This email restates your username and password and should be saved, as you will use the same username and password when booking future rounds of Parent-Teacher Conferences. If you forget your password, you can reset it using the FORGOT PASSWORD link under the login button.

A few additional notes on registration:

When registering, if you have multiple students, you should enter all of them at the same time. If you have a student at more than one school (for example UHS and CSI or UHS and the UCS Virtual Academy), you will need to register that student's name more than once as teachers are organized by schools.

Students who made a switch between Virtual Academy and Remote/in person learning since last year would have to make that adjustment.

If your student has a Virtual Academy teacher whose "home building" is a junior high, their conferences may be held on a different date. You will be able to see that information in their scheduling page.

Once registered you can log in to the *Conference Manager* any time. When the appointment window opens you may:

1. **Click the BOOK NOW button and select a conference date in the date drop-down that appears. Then, select the teacher(s) you wish to meet with and click the NEXT button.** To coordinate bookings involving multiple teachers select all the teachers applicable to your child(ren) with whom you wish to meet.
2. **Click on an available time slot for each teacher you selected and complete the booking form that appears.** You should see the booking appear in the summary list on the right-hand side of the screen. A confirmation email is sent for each booking you made or subsequently cancel. You will also receive a reminder and conference itinerary by email.
3. **Confirm your appointments have been booked by looking at the "CURRENTLY BOOKED CONFERENCES" box on the right of the screen or click on the MY CONFERENCES tab.** Only appointments that appear in the CURRENTLY BOOKED CONFERENCES box or on the MY CONFERENCES page are confirmed bookings.
4. **When finished booking, click the log off button located at the top right of the browser window.** You will have the opportunity to provide feedback regarding the use of the Conference Manager to the school administration through a user survey

before completely exiting. We appreciate you completing the survey as this helps guide our decision-making regarding how conferences are booked in the future.

5. **Just prior to your scheduled virtual conference time, you will receive a link to your video conference.** At the appropriate time, click on the link and the teacher will admit you to the room. Please note, there is only 5 minutes available for conferences. Please remember to contact your child's teacher via email for in-person scheduled conferences.

Please save this Email as an instruction in case you need to reference it later.

Although formal conferences will be conducted next week, a conference is available at any time throughout the school year. I highly encourage all parents to keep the communication lines open to help support the success of our students.