

Dear Parents/Guardians,


Parent/Teacher Conference scheduling is available via the internet. On **October 27th, 2018**, you will have the opportunity to access our calendar and pick an available time that best fits your schedule.

If you have not made an appointment by **November 4, 2018**, an appointment will be made for you by your child's teacher and they will notify you by sending a note to your home the week of November 5-8, 2018. **Conference week is November 9-16, 2018.**

The school welcomes you to use one of their computers during normal school hours if you do not have access to the internet at home or work. Alternatively, you may use a computer at the community library.

The following simple instructions are **necessary** to help you to select an available time and create an appointment.

Step-By-Step Parent/Guardian Instructions

1. Visit the school's homepage(aces.rocklinusd.org)
2. Under announcements find Online Scheduler . Click on read more and click on **ONLINE SCHEDULER**.
3. From the Online Scheduler Home Page
 - a. Choose your student's school from the drop down list and click "GO"
 - b. Enter the school password (**FALCON**)
 - c. Click the **LOOKUP STUDENT ID button to access the system.**
 - d. Verify the student's birth date
 - e. A list of your student's teachers will be displayed.
 - f. If you have more than one student in the school you can see all of your students' teachers' schedules at one time by answering YES to this question "**Do you want to schedule conferences for another student?**" then repeat the steps above for your other students. If you only have one student, answer NO to that question.
 - g. You will then see the available time slots.
 - h. Select the times that work best for your schedule
 - i. Enter your email address (recommended) if you would like an email reminder sent to you. (Your email address is kept private.)
 - j. Once you have finished you can confirm your appointment details and print your conference schedule.
 - k. Write down the Confirmation Number (you will need this number to cancel your appointment.)

If you need assistance please email support@canyoncreeksoftware.com or call 1-866-784-3981.

You will find this is an easy way to make and change appointments. Please take full advantage of the system.

Best regards,

Brian Arcuri, Principal